

## 4.11 FUNDRAISING AND GRANT APPLICATIONS POLICY

(extract from Temple Policy and Procedures Manual)

### **Fundraising Policy**

While grant seeking is considered as fundraising in that it is soliciting funds, it is not handled in the same way as fundraising from individuals in the congregation or the broader community. Asking for a donation or contribution from an individual or foundation requires Board approval and the involvement of the Giving Committee to ensure coordination.

All fund raising in the Community using the name of Temple Israel must be approved by the Board of Directors, April 1970.

Amended by Board in Oct 2019 by adding:

Applications may also be made in the name of Temple Israel for grants which support Temple's Vision and Priorities. The Board must be informed in a timely manner of all grant applications being made on behalf of Temple Israel. If matching funds are required for a successful grant application, such funds must be accommodated in the Board-approved budget. The Executive-Director, after consulting with the Treasurer, may approve grant applications of \$5,000 or less. The Treasurer may approve grant applications of \$10,000 or less. Board approval is required for grant applications in excess of \$10,000. For the purposes of this policy, in the absence of the Treasurer the President may designate a member of the Executive Committee to act on the Treasurer's behalf.

### **Grant Application Procedure**

Need help? The Giving Committee will help identify sources of grants, offer help to complete an application and develop the rationale. You may suggest a project and the Giving Committee could consider opportunities to apply for funding.

Who applies? Usually a committee or individual prepares the grant rationale and leads the project or activity for which funding is sought. Someone is designated as the 'applicant' and s/he is responsible for initiating and following up through the stages of application, agreement, reporting, and any other requirements of the funder such as PR, reports, participant surveys, etc.

Who signs? An official of Temple signs a grant application and agreement. Depending on the grant amount, applications on behalf of Temple Israel are signed by either the Executive Director (ED), or Treasurer (or designate) or President. The ED signs the Grant Agreement, the document that describes the terms of the grant, responsibilities of Temple and grant details.

Grant rationale and application is provided by the applicant to the Temple signing authority, covering:

- a) Nature of the activity/project, link to Temple Vision and priorities
- b) Resources (space, services, staff, volunteers, etc.) involved in the project/activity
- c) Go / no go decision point (if applicable)

d) Impact on Temple finances and risk management strategy (sources of funds if no grant

**Grant for up to \$5000** - prepare grant application for Executive Director (ED) signature.

ED will review the grant against criteria, assess risks (financial and other), consult the Treasurer if necessary and decide to approve/not approve, informing the grant applicant and Giving Committee

**Grant for \$5001 up to \$10,000** – Signed by Treasurer or designate

Treasurer/Executive will review the grant against the criteria, assess risks (financial and other), consult the President if necessary and decide to approve/not approve, informing the grant applicant. ED will inform the Giving Committee

**Grant greater than \$10,000** – Signed by the President following Board approval

Executive will review the grant against the criteria, assess risks (financial and other), recommend to Board approval or not, informing the grant applicant. ED will inform the Giving Committee.

**Grant Criteria:** considerations in the decision to authorize / apply

Financial risk considerations:

- Scope of grant request in context of overall budget for the project/activity
- Feasibility and source of any required matching funding
- If no grant, source of funds and other resources to carry out the activity
- Would the grant activity/project happen at a lower level without the grant?
- Does the grant enhance or defray costs for which there is already a budget source?
- Grant timing in relation to go/no go decision for the activity/project and financial implications

Other considerations:

- Alignment with Temple Vision and priorities
- Availability of resources (space, services, staff, volunteers, etc.) to support the initiative/project
- Potential impact (participants/clients, donors, future implications)
- Capacity to meet the reporting requirements of the granting agency
- Past experience with the project/activity and grants, if any

The ED will inform the Giving Committee of all grant applications and update status as needed.

**Role of the Giving Committee** – To make regular monthly reports to the Board, e.g. maintaining a master list of all current requests for funding, the 'Wish List', flagging issues of conflict or concern and maintaining the Grant Status Report.