

**Jewish Federation of Greater Ann Arbor**  
**2022 Request for Proposals**

**Application for Funds to be allocated for September 2022–August 2023**  
**Due Date: Thursday, March 31, 2022**

*Allocations decisions will be made in May 2022 for September & December fund disbursement.*

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ eMail \_\_\_\_\_

Federation Allocation in 2021-22 \$ \_\_\_\_\_ Requested for 2022-23 \$ \_\_\_\_\_

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**Please provide the following documents in your application. Please be sure to address each question in the narrative document.**

**I. Organization Documents**

- Organization Mission Statement
- Staff Organization Chart (including employee names)
- Board Organization Chart (including Board roster)
- Schedule for your planned fundraising appeals including events, direct mail, and other for the 2022-2023 year (may be in draft form)

**II. Financial Documents**

- 2021-22 annual operating budget, including expenses and revenues, showing actual numbers to date and projected numbers to end of budget year.
- Description of how Federation funding was applied to specific programs when used for other than general operating expenses.
- Proposed 2022-23 annual operating budget, including expenses, revenues and reserves
- Most recently audited annual financial statement.
- Does your agency have sufficient unrestricted cash and/or investments available to manage the agency's current operating model? If not, what steps are being taken to rectify it?

**III. Narrative Document**

- Describe the impact of specific programs listed on your Dashboard that were funded by Federation allocations in 2021-22.
  - How are these programs aligned with your organization's goals and missions?
  - Explain how you evaluate outputs. (The programs named, and outputs listed should match your Dashboard data). Outputs are measures of production and include the number of people served, the number of events/programs that took place, etc.
- Describe any new programs you plan to implement and their impact on Jewish community needs and on your agency goals. Please include an estimated program budget. Describe programs you have discontinued or plan to discontinue, providing an explanation for their discontinuation. **If discontinued due to COVID, is there a plan to bring them back post-COVID?**

- Describe special circumstances (COVID, loss of outside funding, increasing community demands for service, capital needs, etc.) that trigger a need for additional Federation support for the 2022-2023 budget year.
- Describe any urgent needs you foresee potentially needing to address in the 2022-2023 year. This may be related to external or internal needs.
- Describe how you currently collect feedback from your customer and/or client base.
  - i. If you receive negative feedback, what is your course for addressing it?
- Describe your current and future promotional efforts to acknowledge the Federation for the funds you receive.

#### **IV. Organizational Dashboard**

- Complete the Dashboard for your current and two previous fiscal years with as many key metrics as possible, and customized metrics to demonstrate organizational outputs. You may also include any other metrics which reflect your organization's work and impact at the bottom of the Dashboard.

**Please submit the above no later than March 31 to [McKenzie@jewishannarbor.org](mailto:McKenzie@jewishannarbor.org).**