



## Emergency Capital Needs Fund Eligibility and Criteria

The Jewish Federation of Greater Seattle is pleased to have an Emergency Capital Needs Fund that is available to Jewish community institutions, agencies and synagogues in Western Washington. Organizations can apply for grants and/or loans from this Fund to assist them with emergency repairs to their facilities. Please see the guidelines and process for applying below. If you have any questions about whether your agency might qualify or need assistance in understanding the application process please contact Amy at the Jewish Federation at [AmyWS@JewishInSeattle.org](mailto:AmyWS@JewishInSeattle.org) or via phone at 206 774-2212.

### General

- ❖ The fund is for emergency capital repairs or replacements, including physical plant equipment.
- ❖ The Capital Needs Committee may fund the request in whole or in part, subject to the limits below. The Committee may decide whether to honor the request as a loan, a grant or a combination of the two.
- ❖ Grants may be awarded for no more than 30 percent of total repair costs, up to a maximum of \$25,000.
- ❖ Loans may be awarded up to \$50,000 and will be for a maximum of five years at an interest rate of prime less 1 percent. Repayment of the principal will be fully amortized over the life of the loan.

### Eligibility

- ❖ Any registered 501(c)(3) organization located in Western Washington which primarily serves the Jewish community is eligible to apply.
- ❖ The organization must own the facility requiring emergency repairs. Funds will not be allocated for repair of leased facilities.
- ❖ Any organization that receives a grant or loan from the CNF must publicly acknowledge the grant to its members, clients and/or supporters.

### Emergency Repairs – Definition

- ❖ Emergency repairs are those which must be made promptly to preserve the safety, integrity or usability of the facility.
- ❖ Routine maintenance does not qualify as an emergency repair.
- ❖ Repairs that are covered by insurance are not eligible for grants; however short-term bridge loans up to the maximum loan amount of \$50,000 may be made pending final resolution of insurance claims.

### **Operational procedures for applying for funds are as follows:**

- A. A copy of the request should be sent to the Capital Needs Committee via email to [AmyWS@JewishInSeattle.org](mailto:AmyWS@JewishInSeattle.org) or via regular mail to the Jewish Federation of Greater Seattle, 2031 Third Avenue, Seattle, WA 98121-2412, with the following information:
  1. Documentation of 501(c)(3) status.
  2. A formal letter on the organization's letterhead, signed by an authorized representative, describing the nature of the emergency and the extent of repairs required, including:
    - a) What, if anything, has been done to remediate the immediate problem; and
    - b) Routine maintenance conducted over the past year, either by maintenance staff or outside vendor, to prevent the current problem.
  3. An annual budget for the organization showing amounts allocated for ongoing repair and replacement expenses.
  4. Proof of ownership of the building.
  5. Proof of emergency from an independent contractor and/or insurance company.
  6. Financial statement and/or year end tax return for the most recent calendar or tax year.
  7. A minimum of two bids for the work to be done, including:
    - a) Cost estimate of the work required;
    - b) Length of time required to finish the work;
    - c) Warranties or guarantees on the performance of the work;
    - d) Warranties on any new equipment to be installed;

- e) Anticipated start date for the work to begin.
- f) References from contractors whose bids are being submitted
- 8. A financial plan, approved by the organization's Board of Directors, showing how the total cost of the repair will be covered, including:
  - a) The source(s) of the balance of the funds required for the repair (e.g., bank loan, membership assessment, fundraising, etc.);
  - b) If a bank loan is being sought, the repayment terms on the loan and how the organization will cover those out of its operating budget or other sources.
- B. Upon review of the request, the Capital Needs Committee will submit its recommendation to the Planning and Allocations Committee for approval. All recommendations made by the Capital Needs Committee must be approved by both the Planning and Allocations Committee and the Executive Committee or Board of Directors of the Jewish Federation of Greater Seattle.
- C. The Capital Needs Committee may waive or modify the requirements and criteria with an 80% majority vote if it deems the matter sufficiently urgent.