



BYFI Alumni Venture Fund Terms and Conditions

1. BYFI Alumni Venture Fund grants are supported through funds raised by the annual BYFI alumni fundraising campaign.
2. Applications for funding must be submitted by one or more BYFI alumni. Eligible projects for funding are those where BYFI alumni are responsible, either wholly or in part, for the success of said project.
3. Projects will be considered if they seek to promote the BYFI mission statement and values of Jewish Learning, Pluralism, Engagement with Israel, Social Responsibility or a combination of these core values.
4. If a project is related to political engagement, grant funds must not be used to carry on propaganda, influence legislation, influence the outcome of any public election or carry on voter registration drives
5. Alumni members of the AVF Committee review Alumni Venture Fund proposals once annually. The application submission deadline is in the Fall of each year. Funding decisions are made within six weeks of the deadline. A representative of the AVF Committee or a BYFI Staff person will notify recipients via e-mail.
6. BYFI can only make grants to public charities as defined under IRS Code 501(c)3 or to alumni of the Bronfman Youth Fellowships, as individuals. If the grant is to be given to a public charity, a copy of that organization's IRS determination letter, along with the name and title of the appropriate officer, director or trustee of the grantee organization must accompany the funding application. If approved funds are to be issued directly to an alumnus/ae, rather than a public charity, that individual will receive a 1099misc form for use in connection with their personal income tax filing. **If you have any questions about how this may affect your taxes, BYFI strongly suggests speaking with your tax professional.**
7. Within two weeks of notification of funding decision by BYFI, recipient must be in contact Heather Smith (heather.smith@byfi.org) BYFI Director of Finance, so that all information can be incorporated into a grant agreement.
8. In order for the grant check to be issued, the recipient must sign the grant agreement and send or email the entire document to: BYFI c/o Heather Smith, 418 Broadway, 2nd Floor, Albany, NY 12207 and/or heather.smith@byfi.org. This must be done within two months of grant notification. **If all material is not received within this timeframe, the grant will be void.**

9. Two months from funding notification, recipients will be contacted by a member of the AVF Committee for a status update on their project. Additionally, recipients may be contacted and asked to write an email describing their project and what receiving an AVF grant has meant to them.

10. Six months from funding notification, or at the conclusion of the project if less than six months, alumni responsible for funded projects will be expected to submit a short grantee report form, referencing details from the original grant application and including complete information on how the grant funds were spent. Alumni will also be asked to send an email about their project to the BYFI list serve. Photos and any collateral created as a result of the project are greatly appreciated.

11. Recipients will publicize, in appropriate ways, the fact that the BYFI Alumni Venture Fund has supported the project. When relevant, they will also work with BYFI to produce press releases and other publicity materials providing information about their alumni project to the broader community.

AVF Grant Cycle Timeline

September	Applications open.
November	Deadline for applications.
December	Deliberations by AVF committee and Grant Decisions Made.
December/January	Grantee documentation due to BYFI Office, checks sent.
February	Mid-grant check in with AVF committee.
May	Grantee reports due.