

## 2016 Grantee Partner Oversight

Jewish Women's Fund of Atlanta continues to strive for transparency and partnership with our grantee partners. It is with this in mind that we have made some changes to our reporting guidelines. Please pay close attention to all of the points below, and don't hesitate to reach out to me with any questions or comments.

- As a reminder, please contact me as you schedule programs that JWFA Trustees may be able to attend or help publicize. I always appreciate receiving informal updates, photos, and newsworthy events. We love to brag about your accomplishments, but we need your help!
- As a 2016 grantee partner, you have agreed to follow JWFA guidelines for reporting and oversight. This will entail the following:
  - **Fall 2016:** Please submit a one-page update on your project. This can include any program highlights, participant quotes, or vignettes you think we would find meaningful. Please separately attach a few hi-res photos to accompany your update. The update should cover the time period 7/1/16 - 10/15/16 and is due via email to me on 10/31/16.
  - **Winter 2016/2017:** Between November and January, JWFA will conduct site visits of all 2016 grantee partners. *This will be in lieu of the written mid-year report from past years.* Before these visits, you will receive a list of questions to answer during the visit. You may also be asked to complete a midyear budget-to-actuals form.
    - For those projects in Israel: it is our intention to visit you during our November 10-17 site visit trip. You will be contacted by Kenes Tour Company to set up a meeting.
    - For those projects in Atlanta: please reach out to me to set up a time for us to visit your project.
    - For those domestic projects not located in Atlanta: please reach out to me with your suggestion of the best way for us to "visit" your project, whether it be via Skype or during an Atlanta-based program you are running.
  - **Spring 2017:** In March and April 2017, JWFA will conduct in-person or online site visits or interviews with all 2016 grantee partners.
  - **Summer 2017:** At the conclusion of this grant cycle, you will be asked to submit a final budget-to-actuals report, along with final information about numbers served. Details to follow. This report will be due by 7/17/17.