



Last Updated: 1/30/2018

Thank you for your interest in the NJ SIM Foundation.

The following pages will provide you an overview of the NJ SIM Foundation and the process for completing a Request for Grant (RFG) from the Foundation.

For more than 20 years, the SIM New Jersey Chapter has been the organization of choice for IT executives in the New Jersey metropolitan area. Membership now includes over 300 CIOs, CTOs, CXOs, and IT leaders, as well as consultants and academics from top New Jersey and New York businesses and institutions.

SIM New Jersey Chapter has grown substantially in recent years and finds itself in a position where it can and wishes to “give back” to the IT profession and the community at large in the form of financial and/or information technology related assistance. To do this, we established the New Jersey SIM Foundation.

The NJ SIM Foundation, Inc. is a New Jersey Not for Profit 501(c)(3) corporation set up by the New Jersey Chapter of the Society for Information Management to assist worthy individuals and organizations primarily in the State of New Jersey with financial and other assistance.

The primary sources of funding for the NJ SIM Foundation are our Annual Technology Exchange & Golf Outing and the New Jersey SIM Chapter. From the Golf Outing, one hundred percent of the “profits” from this event go to the NJ SIM Foundation. Our annual Technology Exchange & Golf Outing continues to grow each year in popularity and financial success. The Chapter participates and sponsors conferences and other special events for information technology executives and at the discretion of the Executive Committee shares the profits from such events with the Foundation.

In addition to the above funding sources, other funding may be provided by corporations (contributions and gift-giving), individuals/members (including opportunities for matching company funds) and special programs.

The New Jersey SIM Foundation has set up a series of standard procedures for selection of beneficiaries for our grants to needy organizations. The goals of our Giveback programs reflect the strategic direction of the Foundation in making grants.



NJ SIM Foundation “Giveback” Program:

The purpose of the “giveback” program is to leverage our success, resources and capabilities to return value to the IT profession and community at large, in the form of both relevant services and charitable assistance. This includes the following objectives:

1. Provide funds to programs for the disadvantaged utilizing technology.
2. Coordinate services in an effort to bring innovative technology capabilities to those in need.
3. Coordinate SIM NJ Members’ participation in various academic forums/events.
4. Provide financial assistance to needy IT students and charitable organizations.

Criteria for Assistance:

Our by-laws allow financial grants to be provided to persons or organizations that meet either of the following criteria:

- Charitable organizations based in the State of New Jersey that will use the grant to support the information technology needs of their organization.
- Individuals residing in or studying in New Jersey who need financial assistance to continue their educations, particularly but not necessarily, in the field of information technology.
- Other organizations and individuals worthy of financial assistance and approved by a two-thirds vote of the total number of Directors.

In all cases, unless an exception is approved by a majority of the Directors, there will be a written and signed agreement with the receiver of the grant specifying how the grant will be used.

Our Selection/Funding Process:

The following process will be followed to select beneficiaries of NJ SIM Foundation grants.

1. Request for Grant—potential beneficiaries submit a *Request for Grant* to the Foundation
2. NJ SIM Foundation verifies eligibility of the request (Pre-qualification)
3. NJ SIM Foundation responds to the *Request for Grant* within 30 days of receipt and conveys any updates required to supply missing or incomplete information
4. If necessary, a final *Request for Grant* proposal is submitted by the pre-qualified beneficiary
5. NJ SIM Foundation reviews the *Request for Grant* in relation to other requests and available funds
6. Decision conveyed to potential beneficiary
7. Funding—contracts created with milestones established
8. Post funding program evaluation—determine whether expectations are being met

Note: The NJ SIM Foundation has 2 Grant Cycles in a calendar year; Cycle #1 - January to May, Cycle #2 – July to November. Grant Requests to be considered for Cycle #1 need to be submitted by February 28th and Grant Requests to be considered for Cycle #2 need to be submitted by September 30th. Any Grant Request not rewarded in its submitted cycle may be considered in a future cycle.



Request for Grant Application

Organizations requesting a Request for Grant (RFG) from the NJ SIM Foundation should answer all of the questions in the three (3) sections below.

After completing the NJ SIM Foundation Request for Grant application, please email your Request for Grant application to:

NJ SIM Foundation
Jessica Carroll
President
Email: jessicacarroll04@gmail.com

Any questions regarding this application can also be sent to Jessica Carroll at the above email address.

1. Organization

1. Please provide an overview of your organization (purpose and history).
2. Names and titles of your Executive Committee.
3. Name, address, phone number, and email address of the primary person to contact within your organization should we have questions.

2. Need to be addressed by the Foundation's Grant

1. Please provide a detailed description of the reason this request is being submitted
2. Which of the following areas outlined in "Criteria for Assistance" on page two above, does your grant request fall under?
 - 3.1 Is your organization a 501(c)(3) certified charity?
 - 3.2 Who are your organizations beneficiaries; are they residents of the State of New Jersey?
 - 3.3 Do your program/needs require the use of Information Technology, IT equipment or IT services?
 - 3.4 What percentage of the Foundation's grant will be distributed directly to the need described?
 - 3.5 Describe how the grant from the Foundation will improve the lives of the disadvantaged.
 - 3.6 Describe how the innovative technology or services obtained from the grant will have a measurable benefit to your organization and your mission.
4. Please provide a proposed timeline of your planned approach if the grant should be approved.

3. Amount of Grant Being Requested

1. What is the total grant amount that you are requesting?
2. How was the grant amount determined?
3. Please provide a detail breakdown of the items being purchased (products, services, etc.). The total amount of these items should equal the grant amount being requested.
4. Does this grant amount represent the total cost to address your current needs, or will your organization be seeking additional funds from other organizations?
 - 4.1 If your organization will be seeking additional funds, please provide details of the additional amounts being sought and for what purpose.