

## **Shalom Corps Request for Proposals: Global Immersive Service Program**

October 2021

Shalom Corps Ltd. is a non-profit organization established by Mosaic United (a collaborative program of the Government of Israel and the Ministry of the Diaspora) and the Jewish Agency for Israel (hereinafter: "the Company"). The mission of the Company is to promote a scaled global Jewish volunteer movement by supporting responsible and significant volunteerism grounded in Jewish values and engaging participants in meaningful Jewish learning experiences.

### **1. Goals of the Company:**

- Increase the number of Jewish volunteers in Israel and worldwide.
- Enable and encourage profound discussions regarding issues of individual and collective Jewish identity.
- Encourage social responsibility through meaningful service for marginalized populations throughout the world focused on community outcomes.

### **2. Goals of the Global Immersive Service Program:**

- Provide funding to eligible Jewish programs around the world involved in volunteering activities in accordance with the guidelines and criteria detailed below
- Incentivize the initiation of new programs and collaborations between operators to widen the scope of global Jewish service programs

### **3. Eligibility criteria for qualifying operating organizations:**

- The applicant is a duly registered entity, either in Israel or abroad
- The applicant must have at least two years of demonstrated experience in
  - Volunteer or international development activities, and/or
  - Activities in the field of Jewish education or Israel engagement
- Preference for applicants with proven and extensive volunteer infrastructure.
- The applicant must have, as part of its staff or as an outside service provider, a senior Jewish educator providing an ongoing role in training and curriculum development.

Organizations that do not currently have a senior Jewish educator may declare a commitment to hire for this role as part of the application and may apply for funding of a senior Jewish educator as outlined in section 6 below.

#### 4. **Criteria for funding:**

- Qualifying operating organizations may apply for funding for multiple programs.
- When applying for more than one program a separate application form, Appendix A, should be submitted for each eligible program meeting the following criteria:
  - The program is intended for Jewish volunteers age 17 — 40, as reflected in its educational content, instruction and essence.
  - Each program cohort includes no less than 5 participants (who are not from the same family).
  - The program targets volunteer activity aimed at impacting at least one of the following populations:
    - Vulnerable Jewish populations in Israel and abroad
    - Marginalized Non-Jewish populations in developing countries
    - Marginalized and disadvantaged populations in developed countries.
  - The program includes no fewer than 7 days of volunteering activity (not including travel time, flights and intermediary layovers). Approved programs may receive financial assistance for up to 90 days. Volunteer programs in Israel for a period in excess of 8 weeks are not eligible for funding.
  - The program includes no less than 25 hours per week of volunteer activity.
  - The program includes no less than 8 hours per week of learning and reflection sessions as detailed in Appendix B.
  - The program should include educational content as detailed in Appendix B.
  - Shabbat and Jewish holidays are recognized and celebrated as detailed in Appendix B

## 5. **Funding of approved applications:**

- Approved applications will receive funding based on the table included in Appendix C which provides for partial funding of the **direct costs** of the approved program (as defined), based on conditions set forth below in accordance with and subject to the conditions of a definitive agreement to be signed between the parties after the application has been approved (hereinafter: “the Agreement”). The Agreement will detail the approved direct costs eligible for the receipt of funding.
  - Funding will be based on participant growth, determined by the number of new active participants who join the program.
  - The number of new active participants is calculated as the increase over a benchmark determined by the average number of participants in the program over the last three years (or less, for organizations with less than three years activity). This benchmark will serve as the baseline for measuring growth for a period of up to 3 years from the date of signing of the Agreement.
  - Funding will be determined based on an average daily cost per volunteer in accordance with organization reporting and approval by Shalom Corps. Additional funding considerations include the make-up of each cohort and the location of the programming, as detailed in Appendix C.
  - The percentage of Israelis participating in the program and eligible for funding is no more than 25%. Programs with more than 25% Israeli participants are eligible for funding but funding for Israeli

participants in each cohort will be limited to 25%. Multiple applications submitted by a single operating organization will be reviewed on a case-by-case basis to determine eligibility.

- Organizations applying for supplemental funding for additional expenses as detailed in Section 6 below should indicate that in the application. Shalom Corps will follow up with additional criteria.

#### 6. **Funding of a Senior Jewish educator and/or volunteer coordinator**

- Applicants may be eligible for no more than \$5,000 of the annual cost of employing a senior Jewish educator and/or volunteer coordinator.. (i.e. based on a program of between 7-10 days the actual quarterly salary cost of these two functions should be of at least \$15,000). (For programs in excess of 10 days the possibility of a funding formula to be included in the definitive agreement will be considered).
- Funding of the senior Jewish educator/volunteer coordinator is for new roles dedicated to a specific program that is in compliance with the criteria detailed below.
- The funding of the position is for a period of two years, should the program be approved on a continuing basis, with funding for a third year requiring renewed approval. Funding will be provided using the same basis as that shown in Appendix C for total direct costs.
- In lieu of funding a Jewish educator and/or volunteer coordinator, applicants may apply for funding to develop and implement a Jewish service learning curriculum with an outside service provider, pending approval of the provider by Shalom Corps.

- Shalom Corps retains the right to transfer the funding directly to the outside service provider.
- In the event that an organization operates more than a single volunteer program, it must define and prove the extent of the relative salary of the senior educator or content provider for the specific funded program to determine funding eligibility. Eligibility for funding of a senior Jewish educator will be reviewed on a case-by-case basis to determine eligibility.
- Organizations that submit a proposal meeting these criteria for eligible educator, recruiter, volunteer coordinator, as detailed further in Appendix B, may receive funding as outlined.

#### 7. **Reporting:**

- Each operating organization is obligated to submit reports as a condition to receiving funding as detailed below:
  - A brief report and budget prior to launching the program.
  - A program conclusion report within 30 days of concluding the program.
- Shalom Corps will publish a payment table and timeline subject to receipt and authorization of the reports submitted by the program operator. It is clarified that Shalom Corps will make payments 4 times a year based on quarter end reporting, regardless of when the program concluded.

8. **Schedules and timetables:**

- Applications must be submitted by \_\_\_\_\_ days from the date of publication of the Request for Proposals.
- Shalom Corps reserves the right to update the requirements set forth in this proposal as needed, subject solely to the issuer's discretion.

9. **Intellectual property:**

The applicant undertakes to ensure that all the documents, data and programs submitted as part of this proposal shall be original and that no violation of the intellectual property rights of any third party whatsoever shall occur.

10. **General application instructions:**

- This Request for Proposals does not constitute a tender, and accordingly the relevant tender laws shall not apply to it.
- An applicant whose proposal is accepted will be required to sign an agreement with Shalom Corps.
- The agreement shall be for a period up to three years (subject to available budget).
- Submission of an application will not obligate the Company to enter into a commitment or sign an agreement with the applicant.
- By submitting a proposal the applicant declares that they are aware that the Company reserves the right not to implement the Immersive Cross-Border Service Program and/or to reply to only some of the applicants and/or others – at the

discretion of the Company.

- Applications may be submitted for a joint proposal by several parties, corporations or organizations provided that all of the eligibility requirements detailed above are met by at least one of the parties and that the applicant parties shall submit, in addition to the application, a signed contract between them regulating the operation of the program by them in the aforementioned collaboration.

For more information please contact Maya Gershon at [maya@shalomcorps.org](mailto:maya@shalomcorps.org)

## Appendix A: Application Form

Applications should be submitted online on our website [www.shalomcorps.org](http://www.shalomcorps.org)

Organization Name: \_\_\_\_\_

Corporate ID#: \_\_\_\_\_

Private company / Registered NGO / Other: \_\_\_\_\_

Year of incorporation: \_\_\_\_\_

Country of incorporation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact details:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### I. Tell us about your organization

Current total number of employees: \_\_\_\_\_

Description of the organization's current activities:

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Please complete the table below outlining the activities of the organization over the last two years:

<u>Name of activity</u>	<u>Scope of activity (hours per month)</u>	<u>Description: (participant profile, location etc...)</u>

Please attach any relevant advertising, content and digital material that reflects the current scope of your activity:

**II. Tell us about your program**

In the space below, share details about the program you are applying for.

Includethe following details:

1. Program description
2. Program logistics and operations
3. Cohort profile (current and estimated number of participants, ages, location, demographics)
4. Type of service (location, demographics, socioeconomic status)
5. Community needs
6. Program length (actual number of days and volunteering hours)
7. Professional and educational content (accompanying staff, instruction prior to, during and following the program)
8. Program staffing: the director of the organization, senior education figure (responsible for content and Jewish education for the program, training and supporting the group leaders accompanying the volunteers), educational instructors, alumni coordinators, field personnel responsible for media, technology, community relations and recruitment.  
See Appendix B for detailed criteria.

### **III. Volunteer Growth**

- a. # of volunteers in 2019\_\_\_\_\_
- b. # of volunteers in 2020\_\_\_\_\_
- c. # of volunteers in 2021\_\_\_\_\_
- d. Estimated # of volunteers in 2022\_\_\_\_\_

### **IV. Program Budget**

Please submit a program budget detailing daily costs per volunteer, including adjustments made for local costs in host country.

### **V. Program Registration**

As of the date of this application how many volunteers are currently registered for the program?

### **VI. Recruitment**

What is your organization currently doing to recruit participants in volunteer programming?

### **VII. Supplemental Funding**

Is your organization applying for supplemental funding for additional expenses, as per Article 5 in the RFP?

### **VIII. Additional Required Documents**

1. Copy of Valid Certificate of Incorporation
2. The organization's last audited financial report
3. Confirmation of Administration of Accounting Books & Records (or equivalent)

### **IX. Declaration**

I, the undersigned, on behalf of the applicant \_\_\_\_\_, corporation ID number \_\_\_\_\_ hereby declare and confirm that all of the aforementioned details are complete and correct and I undertake to update the Company immediately should any of them change.

Undersigned:

The authorized signatories on behalf of the applicant:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signatures and seals of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix B: Guidelines for Jewish Learning and Content**

- A. Eligible programs will include an array of educational programming amounting to no less than 8 weekly hours of educational reflection and learning focused on linking the practices of volunteerism with universal values in the Jewish context such as: global Jewish responsibility, social justice, Tikkun Olam and more.
- B. The educational content in the program will also include the topic of Jewish Peoplehood and the importance of the State of Israel as the state of the entire Jewish People as relevant to the service experience; Israel's role and contribution in the world as a global citizen, and in the life of the Jewish People.
- C. Prior to starting the program, volunteers should participate in a pre-trip orientation workshop (minimum 1.5 hrs.) or an equivalent online module (minimum 1 hr.), that gives context to the service experience, introduces best practices in service-learning, and draws upon relevant Jewish source materials.
- D. Shabbat, holidays and kashrut during the program:
  - a. Programs will include opportunities to celebrate Shabbat and Jewish holidays as a group and to explore the connection between the service experience and key themes related to Shabbat and Jewish holidays.
  - b. Operating organizations should enable the observance of Shabbat, kashrut and Jewish holidays for participants that choose to.
- E. Eligible programs will focus on offering meaningful service experiences that include the following components:

- a. The volunteering activities address genuine and unmet community needs
  - b. The program works with local partners to identify and establish common goals for the volunteering activities and consults with local partners as to the ideal group size, program timing, and program length
  - c. The volunteering activities are appropriate for the volunteers' skills
  - d. Volunteers are given the training and resources to do their volunteer work properly
  - e. Programs are organized with both volunteer and community outcomes in mind
- F. To qualify for funding for Jewish educators and volunteer coordinators the following conditions must apply:
- a. The senior Jewish educator must possess three years of Jewish education in high school, be an ordained rabbi OR have an academic degree in a related field, AND at least 3 years of relevant educational experience. Alternatively, the applicant can present verification of services contracted for developing a Jewish service learning curriculum.
  - b. The educational instructor must possess at least one year of experience in formal or informal education, has visited Israel and is familiar with Jewish content and values. The educational instructor must actively accompany programs in the field.
  - c. The volunteer coordinator must, as part of the role's general or primary responsibility, coordinate the program alumni community.

Exceptions will be considered on a case-by-case basis.

- G. Recruitment of volunteers will be carried out in a way that is adapted to and

appropriate for qualifying programs.

- H. If applying for volunteer coordinator funding, an alumni work plan will be submitted that includes reference to the following:
- a. Structured and ongoing communications with the alumni community in the year following the volunteer activity.
  - b. Alumni communications include both individual communications as well as group messages to the entire volunteer body.
  - c. In the year following the volunteer activity an alumni event will take place once every two months. Volunteers in close geographical proximity will attend 50% of the gatherings.
  - d. The purpose of the alumni events is to connect them to additional future opportunities for volunteering and maintain contact with the Jewish World and Israel. Accordingly, every alumni event will include Jewish Identity content

### **Appendix C – Detailed Direct Costs**

The direct costs will include the entirety of the expenses for every volunteer as required in accordance to the program, with the exception of flight expenses and headquarter costs. Direct costs should be listed per volunteer and accompanying staff, by country.

One third of the daily cost funding per volunteer will be provided by the applicant and/or donations to Shalom Corps. Amounts to be paid to applicants represent two thirds of the daily cost funding.

Target volunteering site	Daily cost funding per volunteer
Developed countries	Up to \$ 120
Africa	Up to \$ 80
Eastern Europe	Up to \$ 100

For removal of doubt below is an example of the funding calculation:

Target Volunteering site

Africa

Total direct costs per volunteer per day	\$80
Shalom Corps funding	\$80
Sum refunded to the applicant	\$53.33
Sum borne by the applicant	\$26.67

Should total direct costs be less than \$80 per day per volunteer then Shalom Corps refunding will be of 2/3 of daily cost.

Should total direct costs exceed \$80 per day per volunteer then Shalom Corps funding will be limited to \$80 per volunteer on the basis shown above.

The above example can also be used (with appropriate adjustments) for the other volunteering sites included in the above table.