



NATIONAL COUNCIL *of* **JEWISH WOMEN**

From Vision to Reality: Project Development
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NCJW Greater Dallas Section

What is R & D

In 2019, the NCJW GREATER DALLAS SECTION (“NCJW”) Board of Directors approved a new Strategic Plan that called for the establishment of a standing “Research and Development Committee” (“R+D”) to:

1. Develop (i) a set of criteria and (ii) an ongoing process, to research and assess the:
 - a. Development of new, NCJW-originated service projects;
 - b. Partnership by NCJW in existing service projects with community partners; and
 - c. Engagement in community-wide strategic partnerships that advance the mission, goals, and priorities of NCJW.
2. Report relevant findings and make recommendations to the NCJW Board of Directors based on the research and assessment.

Expanded Committee Description

Committee Description

- R+D is a standing committee of the NCJW Board of Directors and will report to the NCJW Board of Directors.
- R+D is responsible for ongoing research, assessment, and recommendations for new service projects and community partnerships.
- R+D falls under the leadership of the Vice President(s) of Public Affairs.
- A Vice President of Public Affairs may serve as the Chair of R+D or, in the alternative, the Vice President(s) of Public Affairs may appoint an NCJW member to serve as Chair of R&D.
- The Chair of R+D will serve on the NCJW Board of Directors.
- The Chair of R+D will serve for a one (1) year term, and the term may be renewed for one additional, successive one (1)-year term.
- The Chair of R+D will appoint a committee from the membership of NCJW.
- R+D will hold meetings on a regular basis as determined by the R+D Committee Chair

Please answer the following question in the chat box

Looking at the goals and description of an R&D Committee that you are about to create, can you describe what are the qualities/characteristics or strengths that you might need to serve on your new R&D Committee?

Responses from the chat: *good community knowledge, outreach, good knowledge of section and national priorities, knowledge of mission, creativity, community needs, flexibility, curiosity*

Responsibilities of the R+D Committee

- R+D will be responsible for developing a set of criteria and project evaluation process to assess the creation or adoption of new service projects and/or support for community partner projects.
- This will be accomplished by Creating a New Project Submission Form that solicits the data required for the evaluation of the project using the following process:
 - Performing ongoing research in the community to determine the viability of new NCJW-originated projects that align with the mission of NCJW and the local strategic priorities set by the NCJW Board of Directors to address an unmet need in the community;
 - Evaluating the case for support for projects that are championed by NCJW members and presented to R+D for consideration;

Responsibilities of the R+D Committee cont.

...Creating a New Project Submission Form that solicits the data required for the evaluation of the project using the following process:

- Evaluating the case for support for requests for volunteers and/or resources that are presented by external organizations;
- Evaluating NCJW participation in community-based strategic partnerships.
- Collaborating with the Advocacy Committee to assure that new initiatives are aligned with the advocacy goals of NCJW.
- All recommendations of R+D for the adoption of new projects or development of new strategic partnerships must be submitted to the NCJW Board of Directors for approval

New Project Criteria

Among this committee's responsibility is the development of a set of criteria to enable them to evaluate the viability of a new project.

What criteria do you think would be necessary to include?

Responses from chat: *reliability of the partner, criteria to measure success, community needs, emotionally connected, impact to the community, something not done by other organizations, estimated budget, staff, history, interest of ncjw members, what resources our section has available to put into this project, number of volunteers required (scope), cost per person served, criteria, evaluation, availability of national resources, financial and volunteer, achievable results, sustainability, meet SMARTIE goals, advance the goals of our section's mission*

New Project Submission Form

Executive Summary

- Project Name:
- Project Leaders:
- Project Description:
- Number of NCJW Volunteers:
- Number of people directly served by NCJW volunteers:
- Budget Request
- *PLEASE NOTE: The ENTIRE Executive Summary should fit on no more than one page.*

1. NCJW Mission

- How does your project deliver on NCJW's mission?
- Does this project fit within NCJW's 5 (year?) clearly defined priorities?
____yes ____no
- If yes, are we helping you create a new program or participate in a current program?

New Project Submission Form: Project Need

2. PROJECT NEED

a) Describe how you know the community needs this project.

Describe the scope of the problem (issue) and the gap to be addressed that your project addresses.

b) Are there other, similar projects or organizations identifying and working on this issue in the community?

We want to know if your project is unique in the community & fills a gap-in-service or alternatively, if there are many similar projects also helping to meet the same need & if the latter, why your project is still important.

3. PROJECT GOALS AND OBJECTIVE

b. Please provide at least one goal as well as short term and long term measurable objectives (process and outcome/impact) of your project

4. PROJECT EVALUATION PLAN

New Project Submission Form: Project Management

Describe how your project is/will be managed. Include:

a. Project Leadership

Provide names & titles, individual responsibilities, annual total volunteer hours, years in position & contact information.

b. Timeline

c. Volunteers

Please provide detailed volunteer responsibilities, recruitment efforts, total annual volunteer hours estimated & types of volunteer training.

d. Other Participants

What is the role, if any, of non-NCJW participants in the project not already identified above?

e. How do you raise awareness of the project within NCJW, the Jewish community & the DFW community?

New Project Submission Form: Requests

- a. How many volunteers will you need to meet your goals in 2019-2020?
- b. Please provide a detailed budget (see attached form)
- c. Other Requests:
Be as specific & detailed as possible.
- d. Marketing & Publicity
- e. Outcomes Plan
- f. Are there other ways that NCJW can support your efforts to successfully administer your program?

New Project Submission Form: Required Attachments

- a) Outcomes Measurement Tool (logic model?)
- b) Budget Form

New Project Rubric

From NCJW Dallas Research & Development

1. Please rate the proposal's relevance to NCJW mission and priority areas

	0 pts.	1 pt.	2 pts.	Rating
NCJW Mission	Missing, unclear, or irrelevant to the mission of NCJW			

a. Comments regarding the proposal's alignment with NCJW mission and priority areas:

New Project Rubric (cont.)

2. Please rate the proposal's description/summary:

	0 pts.	1 pt.	2 pts.	Rating
Project description	Missing, unclear, or need not demonstrated	Description demonstrates weak	Description demonstrates strong need....	

- a. Comments regarding the proposal's description/summary (please include as much information as you can in order to facilitate the funding decision process)

New Project Rubric (cont.)

3. Please rate the proposal's goals and outcomes:

	0 pts.	1 pt.	2 pts.	Rating
Goals and corresponding outcomes	Missing, unclear, or irrelevant to the RFP.	Goals and/or outcomes are included, but they are stated vaguely/inconclusively and/or their correlation is weak.	Goals and outcomes are clearly stated, and their correlation is evident/strong.	

a. Comments regarding the proposal's goals and outcomes (please include as much information as you can in order to facilitate the funding decision process):

New Project Rubric (cont.)

4. Please rate the proposal's measures of project effectiveness:

	0 pts.	1 pt.	2 pts.	Rating
Evaluation Plan	Missing, unclear, or incomplete.	Measures are included, but they are poorly described and/or weakly matched to project goals and outcomes.	Measures are clearly stated, and they match project goals and outcomes; moreover, supporting details are included.	

a. Comments regarding the proposal's **measures of project effectiveness** (please include as much information as you can in order to facilitate the funding decision process):

New Project Rubric (cont.)

5. Please rate the proposal's Project Management

	0 pts.	1 pt.	Rating
Project Management	Missing, unclear, or incomplete.	Timeline is clear, and it matches both project description and proposed outcomes.	

a. Comments regarding the proposal's project management plan (please include as much information as you can in order to facilitate the funding decision process):

Rubric cont.

Please rate the proposal's requests

	0 pts.	1 pt.	Rating
Volunteers Request			
Budget Request	Budget lacks details and/or contains serious "padding."	Budget is clearly detailed, with no evidence of "padding."	

- a. Comments regarding the proposal's volunteer request (please include as much information as you can in order to facilitate the funding decision process):
- b. Comments regarding the proposal's budget (please include as much information as you can in order to facilitate the funding decision process):

New Project Rubric Final

- OVERALL SCORE: _____ out of _____
- Reviewer signature: _____ Date:
