

**Junior League
of Abilene**

Women building better communities

**Community Assistance Fund
Grant Application Information**

774 Butternut * Abilene, Texas 79602

Phone 325-677-1879 * Fax 325-677-1870 * jrleague@abilene.com * Attn: Community Director

WHO WE ARE:

The Junior League of Abilene (JLA) is an organization of women committed to enhancing the lives of children in our community. Through development and training of women as volunteers and leaders, we will effectively meet the needs of our community. The Junior League of Abilene is a non-profit organization and is a member of the Association of Junior Leagues International, Inc.

WHAT WE FUND:

Community Assistance Fund (CAF) grants are awarded by the JLA, and the CAF committee maintains full discretion over all grant-making decisions. Examples of CAF funding may be, but are not limited to, special projects, innovative programs, equipment and building needs. Grants may not exceed \$2,500.

Eligible Organizations

JLA CAF welcomes applications from nonprofit organizations in the Taylor County area with an IRS tax exempt status. To be eligible to submit a grant application, an organization must be in compliance with any previous JLA grant reporting requirements or conditions.

Geographic Location

Funding activities must serve the Taylor County community.

Ineligible Requests

CAF generally will not make grants for:

- Fundraising (or any related) Activities
- Travel or meal expenses
- Salaries
- Agencies currently being assisted by the Junior League either as a current project of the JLA or through a grant from the JLA Community Connection Committee (past projects may certainly apply)

Limiting Factors

Before submitting a grant, the following should be considered:

- The JLA does not consider more than one application from an organization to the CAF within the same JLA fiscal year.
- The CAF generally will not approve multi-year grants.
- JLA does not guarantee that funds will be available each year

HOW TO APPLY:

Timeline

Applications will be accepted anytime during the annual budget cycle (May 1-April 30).

Procedures

Send all information listed below, to the **Junior League of Abilene Community Director, Community Assistance Fund, 774 Butternut, Abilene, Texas 79602.**

- Cover letter
- Grant Application Form
- Application Narrative
- Operational Budget for the current year
- Project Budget (if applicable)
- Most current Financial Statement (audited, if available)
- A copy of the IRS 501(c)(3) Tax Determination Letter (or equivalent if affiliated with tax-exempt organization or governmental unit)
- List of Board of Directors
- **Note: Please provide the original and 8 copies of your Cover letter, Application, and Narrative, each paper clipped and 3-hole punched.**

Notification

The CAF Committee will review applications monthly or as necessary and determine which organizations will receive a grant. All applicants will be notified of the committee's decision by letter.

If you have questions or need additional information, you may contact the Community Director, Megan Cheek, 669-3657 or megan.cheek@dads.state.tx.us

Community Assistance Fund Grant Application Form

774 Butternut * Abilene, Texas 79602

Phone 325-677-1879 * Fax 325-677-1870 * irleague@abilene.com * Attn: Community Director

Name of Organization _____

Address _____

Phone _____

Fax _____ E-Mail _____

Chief Executive Officer _____

Name of primary contact for this grant:

Name _____

Title _____

Specific purpose for which grant funds are requested (in space provided):

Amount requested from CAF \$ _____ Total cost of the project _____

Period of time which CAF grant funds will be spent:

from _____ to _____

If there are additional funding sources for this project/program, please list below:

Funding Source	Amount Contributed/Status
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_____	_____
_____	_____
_____	_____

Organization's Operating Budget \$ _____

Fiscal year _____ to _____

Eligibility: *(Please check whichever is applicable)*

IRS 501 (c)(3)

Affiliated with tax-exempt organization or governmental unit

Other (please give specific explanation _____)

Does your organization have an annual outside audit? Yes No

Are you willing to provide a written report within six (6) months of receipt of the grant, including an account of how the money was spent and how the goals were achieved?

Yes No

We, the undersigned, acknowledge all information submitted in this application to be accurate and factual to the best of our knowledge.

Signature of chief staff person and officer of the Board of Directors:

Chief Staff Person

Board of Directors

Print name: _____

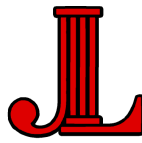
Print name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____



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TIMELINE:

Proposals will be accepted anytime during the annual budget cycle of the Junior League of Abilene (May 1-April 30). Please mail or hand-deliver **the original and 8 copies (3-hole punched and clipped together)** of the cover letter, application form and application narrative to the JLA. Only **(1) copy** of the additional paperwork is necessary (i.e., Financial Statement, budget, Tax Determination Letter) ***Faxed applications will not be accepted.***

APPLICATION CHECKLIST:

- Cover letter
- Grant Application Form
- Application Narrative
- Operational Budget for the current year
- Project Budget (if applicable)
- Most current Financial Statement (audited, if available)
- A copy of the IRS 501(c)(3) Tax Determination Letter (or equivalent if affiliated with tax-exempt organization or governmental unit)
- List of Board of Directors

APPLICATION NARRATIVE:

The application narrative is the most important part of your grant proposal. In no more than three pages, please address the following:

- A brief history of your organization
- The needs being addressed
- A description of the proposed program's or project's purpose, including how it will address the needs identified
- Your organization's qualifications to address the issue
- Amount of funding requested
- Total cost of the project
- Contributions of all parties, if the project is a collaborative one
- A timetable for the proposed project/program
- Description of plans for evaluation and the outcomes and measurable results that are expected
- Plans for possible continuation of the project or program, if applicable