



# JUNIOR LEAGUE OF POUGHKEEPSIE

## GRANT APPLICATION 2019

Please insert the exact legal name of the organization to which grant would be paid:

\_\_\_\_\_

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

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

Contact for inquiries and title: \_\_\_\_\_

Date of application: \_\_\_\_\_

- The purpose of a community grant is to enable the JLP to respond to requests from community organizations that would further the goals of the JLP. In that regard, it should support the concepts of voluntarism, training, and volunteer involvement in the community.
- Grant-funded programs do not require direct JLP involvement, but direct JLP involvement is not prohibited.
- The applicant must be a not-for-profit, tax-exempt corporation, with a free determination letter (501(c)(3))
- Monies requested must address a certain and specific need in the community.
- All requests will be considered on individual merit and on an availability of funds.
- The JLP reserves the right to reject any application for any reason or for no reason, or to attach conditions to the monies given.
- The JLP may not contribute to political parties or candidates, and does not consider requests for donations for building funds, annual fund drives, or operating costs. Exceptions may be made in considering requests for seed money.
- **Monies requested must be spent for purposes of proposal within six (6) months, and an agreement must be signed between the JLP and the grantee.**

**Briefly describe your organization's mission.**

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**Describe the work of your organization. Address each of the following (750 words):**

1. *Who do you serve?*
2. *What are your organization's current programs?*
3. *Name some recent accomplishments of the organization.*
4. *Total number and titles of full-time and part-time staff*
5. *Number of active volunteers*
6. *Please list the volunteer opportunities your organization offered, or will offer, in 2017-2018.*

**Please explain your organization's need for this grant (750 words):**

1. *What is the specific, intended use for JLP grant funds?*
2. *JLP grant funds should be associated with a project. What are the project's goals?*
3. *What method will be used to measure the project's effectiveness?*
4. *What criteria will the organization use to determine if you project is successful?*
5. *What is the expected outcome by the end of the funding period? (September 2019)*

**Your Project budget:**

*Please attach and/or describe below the project's budget, and its effective dates.*

**Please list other community organizations from which you are seeking funds for this project.**

- 1.
- 2.
- 3.

**Has your organization, or an individual in your organization, had any prior affiliation with the Junior League of Poughkeepsie? If yes, please describe. (Note: this does not disqualify you from being awarded the grant!)**

**GRANT APPLICATION 2019**

**TO BE CONSIDERED COMPLETE:**

**Applications must be accompanied by one copy of each of the following documents, attached to your e-mail as scanned PDF form documents:**

- Current Operating Budget
- Recent Audited Financial Statement (including auditor’s opinion letter), if applicable
- Tax-Exempt 501(c)(3) certificate (IRS tax exempt determination letter)
- List of current Board members (Names, position on board, place of work)
- Project Budget (Project that this Grant will apply to within your organization)

**DEADLINE: Submission of Application: Guidelines and Information**

- Your response must be submitted by email (in scanned PDF form) to [JLPoughkeepsie@gmail.com](mailto:JLPoughkeepsie@gmail.com). Please make “**JLP Community Grant Application 2019**” the title of the email.
- Applications must be received by 11:59 pm on **February 10, 2019**. Applications are not considered complete until all material and information is received.
- We anticipate that awards will be made by **March 1, 2019**. You will be notified by email, at the address you used to submit your application, and/or via telephone.
  - If you are awarded the grant, please *be prepared to attend our membership meeting on Monday March 4, 2019 at 6:00pm (Location TBD)*, where we will present you with a formal check from the League.

**Any further questions or inquiries may be directed to [JLPoughkeepsie@gmail.com](mailto:JLPoughkeepsie@gmail.com), with the subject line “JLP Community Grant Application 2019”**

\* \* \* \* \*

*I hereby declare that the above information is accurate to the best of my knowledge, and all requested documentation has been submitted.*

**Print Name of Executive Director:** \_\_\_\_\_  
**Signature of Executive Director:** \_\_\_\_\_  
**Official Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*The Junior League of Poughkeepsie thanks you for your commitment to improving our community.*

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### CHECKLIST PRIOR TO SUBMITTING FINAL APPLICATION

- 1) \_\_\_\_\_ **Response to all questions in the application (Please feel free to attach responses on a separate sheet of paper)**
- 2) \_\_\_\_\_ **Submission of Current Operating Budget**
- 3) \_\_\_\_\_ **Submission of recent Audited Financial Statement (including auditor's opinion letter), if applicable**
- 4) \_\_\_\_\_ **Submission of tax-exempt 501(c)(3) certificate (IRS tax exempt determination letter)**
- 5) \_\_\_\_\_ **Submission of List of current Board members (Names, position on board, place of work)**
- 6) \_\_\_\_\_ **Submission of Project Budget (Project that this Grant will apply to within your organization)**