

CRPD GRANT APPLICATION

**JUNIOR LEAGUE OF TEXARKANA, INC.
PROJECT VOLUNTEER/FUNDING REQUEST FORM
2009-2010**

Community requests for volunteers, projects and/or funding from the Junior League of Texarkana, Inc. **must be submitted no later than Friday, October 30, 2009.** Please type or print the application.

** Return the completed form and three copies to:

Amy Freedman
Community Research/Project Development
Junior League of Texarkana, Inc.
118 East Broad Street
Texarkana, AR 71854

AGENCY/ORGANIZATION/INDIVIDUAL SUBMITTING THIS APPLICATION

1. Name of Agency/Organization: _____
2. Address: _____
Phone/Fax/E-Mail: _____
3. Submitted by: _____
Address: _____
Contact Person/Title: _____
(If different from individual named above)
Address: _____
Phone: _____(day) _____(night)
4. Please provide the names or attach a listing of your current Board of Directors.
5. Does your organization have 501(C) (3) status?
If yes, please attach proof of your 501(C)(3) status.

6. Upon dissolution of this organization, what provisions have been made in your bylaws providing for disposal of your assets?*

*The Community Research/Project Development Committee may request copies of the Articles of Incorporation and/or bylaws of any agency or organization completing this request form. We will advise you should this become necessary in our evaluation of your application.

7. What is the name of the project or program for which you are requesting volunteers and/or funding?

PROJECT LIFE

1. Please give a brief summary of this proposed project/program: (Please attach a sheet of paper if necessary).
2. Date (month/year) the project or program will commence:
3. Anticipated total life of project:
4. Date for JLT involvement:

SUPPORTING BACKGROUND INFORMATION

1. What community need will this project/program meet? (Include specific references to indications of this need.)
2. How will this project/program be unique in addressing this need?
3. How will this project/program supplement or extend existing services offered by this or other agencies?
4. How many persons do you expect to directly benefit from this project/program?

5. How many persons do you expect to indirectly benefit from this project/program?

PROJECT/PROGRAM IMPLEMENTATION

1. State project/program objectives in priority order.
2. How will the project/program actually be carried out? Be as specific as possible. You may use extra blank sheets to complete.
3. What are your plans for administration of this project/program? What part will the Junior League play in its administration?
4. Who is ultimately responsible for the administration and evaluation of this project/program? (Give name and title where applicable.)

VOLUNTEERS: (Reminder: JLT focuses its grants on organizations that will integrate League volunteers into the project and the community).

1. Please describe the specific duties of the Junior League volunteers who would be involved with this project/program.

Specific responsibilities:

2. Describe the training Junior League volunteers would receive.
3. Who will be responsible for training, supervising and evaluating the Junior League volunteers?
4. What is the minimum number of volunteers you will request from the Junior League?
What is the maximum number of volunteers you will request from the Junior League?
5. When would Junior League volunteers be needed? (Check as many as applicable.)
Summer _____ Fall _____ Winter _____ Spring _____
Mornings _____ Afternoons _____ Evenings _____
Weekends _____
6. Where will JLT volunteers work?

7. List all other groups, organizations, or agencies assisting you in a volunteer capacity.
8. Would your organization allow a member of the JLT to sit on your board of directors in an advisory/liaison position?

FUTURE OF PROJECT

1. Give specific details of your plans for future project/program implementation after termination of League involvement.
2. What do you anticipate will be your needs for future funding?
3. Will there be a continuing need for League volunteers after the financial commitment is completed?

FINANCIAL INFORMATION

1. What is the total amount requested from the Junior League?
2. Are any of these funds requested for salaries? If so, what amount?
3. List other financial support requested for this project:

<u>Source</u>	<u>Amount</u>	<u>Status</u>
---------------	---------------	---------------

4. Why are you requesting funds from the Junior League?
5. If funds are granted by the Junior League, to whom should the check be sent?
Method of payment:
6. If the Junior League is unable to fully fund your request, could your project be accomplished through partial funding? If so, state the amount(s) of partial funding that would assist your project's implementation. If your project cannot be accomplished, even in part, through partial funding, please explain why.
7. Please itemize the expenditures you intend to make should your grant application be granted.

ITEMIZATION OF EXPENDITURES:

<u>Items</u>	<u>Amount</u>	<u>Total</u>
--------------	---------------	--------------

CAPITAL EQUIPMENT EXPENDITURE:

Community Assistance Fund:

Community Assistance Fund

Purpose: It will enable the Junior League to appropriate monies to agencies/organizations in Miller and Bowie Counties (and in certain instances to agencies/organizations outside of such geographical area) for specific needs without project involvement and when funds are not available through usual sources for these organizations.

Description: The maximum amount per allocation will be \$1,000. Maximum amount per allocation will be \$500; however, up to \$1,000 may be granted when approved by the Board of Directors. The Community Assistance Fund monies will be allocated as applications are received. Requests may be accepted every 12 month period if the agency meets the criteria each time. The same agency may apply more than once every 12 months if applying for different projects and/or clients each time.

Criteria:

- Completion of written application form.
- Agency/organization must be a non-profit, tax-exempt agency/organization or establish that the endeavor with respect to which the application is being made has a charitable purpose in the judgment of the Community Assistance Fund Committee.
- Agency/organization may apply for funds either for a specific project or for the emergency needs of a client of that agency.
- Maximum amount per allocation shall be five hundred dollars (\$500); however, up to one thousand (\$1,000) may be granted when approved by the Board of Directors.
- Funds are to be utilized in Miller and Bowie Counties, except that funds may be awarded for use outside of such area to support nationwide disaster relief programs and military support efforts.
- Agency/organization requesting funds must have local representation.
- Agency/organization must provide written statement of non-discriminatory policy.

- Agency/organization must file a follow-up report with the Community Vice-President within sixty (60) days of receipt of funding.

The following will not be considered for funding:

- Current League projects
- Operating expenses (i.e. salaries, utilities)
- Scholarship and tuitions (training seminars are acceptable)
- Sectarian, religious projects
- Research projects
- Political activities

Fundraisers