

**2017-2018 Application for Funding**

Since the mid-1930s, Junior League of the Shoals (JLS) has provided over $3 million in funding to assist Shoals-area community organizations with fulfilling their missions. Last year alone, JLS awarded over $30,000 in funding to local organizations through our community grants program.

**2017-2018 APPLICATION GUIDELINES**

**Award Range:** Junior League of the Shoals (JLS) will award individual grant amounts up to $6,500 per grant. Applicants must list a requested funding amount within the application and may not request more than $6,500. Applications requesting more than $6,500 will not be reviewed or considered for funding. The total amount of 2017-2018 grant funds awarded is to be determined by JLS based upon the merits of submitted applications and available funds.

**Application Access:** The 2017-2018 grant application will be made available on the Junior League of the Shoals website at www.jltheshoals.org on November 1, 2017. The application will close on December 31, 2017 at 5 pm CST.

**Application Deadline:** Completed 2017-2018 grant applications will be due on December 31, 2017 by 5 pm CST. Applications MUST be submitted electronically through our website. Only complete applications will be considered. Facsimile applications will not be accepted. You will receive a confirmation email within 48 hours, acknowledging receipt of your application. If you do not receive confirmation of your submission, please contact the Finance Committee chair at shoalsjuniorleague@gmail.com. Late applications will not be accepted and no extensions will be granted.

**Notification of Recipients:** The review and evaluation of all grant applications is made via an objective review process and is based on the following criteria:

 · Clear project description and defined, measurable objectives

 · Justification of need

 · Project impact

 · Complete and detailed budget that clearly relates to proposed project

 · Innovation/Creativity

 · Evaluation plan

 · Implementation plan, including a reasonable and clearly articulated timeline

 · Focus on women and/or children

 · Brief interview with JLS representative
The review process takes approximately 8-12 weeks from the application deadline date to be completed. Applicants will be notified no later than March 20, 2018 if their application has been accepted or rejected. Each applicant will be notified by email at the address specified within the grant application. Grant recipients will be expected to attend the April 2018 JLS meeting to receive their award.

**Award Project Evaluation:** Junior League of the Shoals requires grant recipients to provide information on the impact of the funded project(s). Grant recipients will be provided an Evaluation Form that is due upon completion of the project. All evaluation forms are due by November 1, 2018. Grant recipients that do not submit the form by the required date will not be eligible for funding during the next grant cycle.

**Date for Awarding Funding:** Funds will be disbursed on April 3, 2018. Funds will be given in the form of a check made payable to the grant recipient. No exceptions are allowed.

**Length of Project:** Projects submitted under a grant application must be implemented between April 3, 2018 and November 1, 2018.

**Applicant Eligibility:** Grants are available to any school, educational institution or community-based organization with 501(c)3 or tax-exempt status in Lauderdale or Colbert Counties in Alabama. Proposals must be directed to meet needs in these counties to be considered for funding. Only one application per community organization will be accepted.

**Eligible Projects:** All grants should be innovative projects that are not fully funded by an alternate funding source. Applicants must clearly demonstrate why the requested funds are needed, accounting for any current funding or funding that has been approved for receipt from an alternate source. Generally, JLS is less likely to fund operating expenses (i.e. salaries, benefits, etc.) and items used one time (i.e. food, beverages, a field trip, etc.). Generally, JLS is more likely to fund tangible items (i.e. program equipment, learning materials, etc.) and items which may continue to serve (i.e. seed money for a new/pilot project, program material, etc.). **Requests for building or landscaping improvements should not be included in a grant proposal.** Please note that JLS does not fund tax or shipping expenses. The application description of the proposed project must describe quantitative and/or qualitative methods used to evaluate the success of the project.

As of 2017, JLS will no longer fund technology grant requests for items such as iPads, Google Chromes, etc.

Guidelines for Completing Application:

 · Grant applications must be complete and comply with stated deadlines. Late applications will not be accepted and no extensions will be granted.

 · Information presented in the grant application should be clear and to the point. Make sure the project description and desired outcome(s) are clearly articulated.

 · Programs/Projects submitted in a grant application should demonstrate innovation in impacting the lives of women and children. Applicants should not seek funding for programs fully funded through an alternate source.

 · Thoughtfully consider the evaluation component of your grant application. Each grant funded will need to be measured by tangible metrics to determine its effectiveness. Furthermore, funded grants will be required to submit a final evaluation report.

 · Define all acronyms used within the grant application to facilitate understanding by grant reviewers. Proofread the grant application carefully. Be sure to double check your budget worksheet to ensure that totals are correct. Also, check for consistency across the project description, timeline and budget/budget narrative.

 · Every grant request requires an electronic signature by an Executive Director, Supervisor or Authorized Representative.

**2017-2018 Application for Funding**

ALL SECTIONS MUST BE COMPLETED. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

**APPLICANT INFORMATION:**

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

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

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Non-Profit Status: Yes \_\_\_\_No Agency 501 (C) 3 Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Incorporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Individuals Served Per Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentage of Women Served (of total number served): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentage of Children Served (of total number served): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HISTORY OF JLS FUNDING:**

Has your organization previously applied for JLS funding? Yes \_\_\_\_ No \_\_\_\_\_

Has your organization previously received JLS funding? Yes \_\_\_\_ No \_\_\_\_\_\_\_

If yes, what was the date you last received funding? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did those funds impact the community? (Please respond in one paragraph or less)

**Section 1 – Organization Summary**

In 500 characters or less, including spaces, please define your organization’s mission statement.

**Section 2 – Project Narrative**

Select which of the following JLS focus areas the project for which funding is being requested supports. You may select both if applicable.

Improve the well-being of women Improve the well-being of children

In 300 characters, including spaces, please describe how the project for which funding is being requested supports the focus area(s) selected above.

**Narrative Questions** – In the narrative section below, please provide answers to the following questions, not to exceed FOUR typed-written pages.

Each page should be single-spaced and use 12 pt. font. Do not amend the table width. Avoid using acronyms or jargon.

1. **Abstract –** In 750 characters, including spaces, briefly summarize your request. This should be written in terms which are easily understood by the general public. The description should provide a basic understanding of the specific project for which funding is being requested, the intended impact and estimation of numbers served (total individuals served, women served, children served). Response:
2. **Community Need –** Describe how the target population is lacking in the goods/services your project intends to provide and your plan to meet the need. In which county or counties is the target population: Lauderdale or Colbert? Include a description of your target audience and estimated numbers served. Response:
3. **Innovation –** How is your project innovative? If others in the community are also seeking to address the same need, how is your approach unique? Please provide evidence and/or example(s). Response:
4. **Implementation** – How will you implement your project? What methods and/or strategies will be used? Please present a clear timeline for program activities and indicate the person(s) responsible.
Response:
5. **Impact** – What change do you anticipate as a result of your project? What are your criteria for success and how will you measure the outcomes? Provide specific, measureable objectives for the proposed project. Objectives should relate to the project evaluation. What do you expect to have achieved for the specific project or organizational initiative by the end of the funding period? Response:
6. **Evaluation** – What process will you use to assess programmatic outcomes and determine whether your objectives were met? If your objectives were met, why? If they were not met, why not?
Response:

| **REQUESTED ITEM** | **QUANTITY** | **COST PER UNIT** | **TOTAL** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL AMOUNT REQUESTED (Cannot exceed $6500.00)** |  |

1. **Sustainability** – How will this project be sustained outside of a grant from JLS? Provide a description of other resources or funding that is secured or pending.
Response:

**Section 3 – Project Budget**
Please use this section to describe the budget for the specific project for which funding is being requested. You may add line items as needed. Do not exceed one page. *Please note that JLS does not fund tax or shipping expenses.*

**Grant Period –**
Begin Date: \_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_

If funded at the requested level, what percentage of your operating budget will these funds constitute?

**Section 4: Budget Narrative**
Please use this section to explain your proposed budget and how it relates to the proposed project. Please ensure that it is clear which line item is being discussed. Do not exceed one page.

**Section 5 – JLS Historical Information**
To assist the JLS in determining whether any potential conflict of interest exists, please indicate whether you currently have, or have had in the past three years, any JLS members employed by your organization, volunteering for your organization, or serving on your Board of Directors. *(NOTE: Answering “yes” will not disqualify your organization from receiving assistance, but will allow the JLS to ensure that proper screening measures are implemented in reviewing your application, to ensure fairness for all applicants.)* No Yes

If yes, please list those individuals, including names and positions.

**Section 6 – Signature** – This section must be completed by the applicant’s Executive Director.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Grant Submission Checklist**
Completed Application – signed by the Executive Director, Supervisor or other Authorized Representative Required documentation
Copy of 501(c)3 IRS Determination Letter

**COMPLETED APPLICATIONS SHOULD BE COMPLETED AND SUBMITTED** by 5:00 p.m. on December 31, 2017 by email to shoalsjuniorleague@gmail.com Application and Required Documentation must be saved and attached as a PDF.