



JUNIOR LEAGUE OF
THE PALM BEACHES

APPLICATION FOR 2023 COMMUNITY ASSISTANCE GRANT

The Junior League of the Palm Beaches (“JLPB”) is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Our purpose is exclusively educational and charitable. The Junior League has a rich history of identifying unmet needs in our local area, developing programs with impactful outcomes, and forming community partnerships to achieve our goals. The purpose of the Community Assistance Grant is to identify and aid non-profit agencies in Palm Beach County whose proposed funding would go towards one of the components of our mission. Preference will be given to those agencies with a focus on literacy and education for children and young adults. Up to a total of \$5,000 may be awarded to non-profit agencies in 2023, with individual grants not to exceed \$3,500. Monies awarded shall be determined by the Junior League of the Palm Beaches Community Advisory Council and the JLPB Board of Directors.

COMMITMENT TO DIVERSITY AND INCLUSION

The Junior League welcomes all women who value our Mission. We are committed to inclusive environments of individuals, organizations and communities.

APPLICATION GUIDELINES

In order to assist the Community Advisory Council in evaluating your request, please complete the following application and email to presidentelect@jlpb.org.

Applications are due no later than 5 P.M. E.D.T. on March 31st, 2023.

During the review period, a member from the Committee may contact you for clarification of an issue or request a site visit.

Award Range: Grants may be awarded in an amount up to but not to exceed \$3,500. The number of grants funded will depend upon available funds each year.

Notification of Recipients: Review of the application by JLPB will take approximately four weeks from the application deadline date. Applicants will be notified no later than May 1, 2023, if their application has been accepted or rejected. Each applicant will be notified by phone and/or by e-mail at their provided e-mail address.

Date for Awarding Funds: Grant recipients will receive an invitation to a formal grant award presentation at a JLPB meeting or event in May of 2023. Funds will be disbursed in the form of a check to the recipient at the ceremony. Prior to disbursement of funds, you will receive a Letter of Agreement covering, among other things, how the funds are to be spent and the recognition the JLPB will receive in exchange for this grant.



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Project limitations: Applicants must have tax-exempt status under Section 501(c)(3) and operate within the geographical boundaries of JLPB in Palm Beach County. All grant recipients must implement and complete their proposed projects by September 1, 2023. Grant funds may only be used for the proposed project approved and sanctioned by the Junior League of the Palm Beaches. Any grant funds unexpended or uncommitted at the end of the Grant Period must be promptly returned to JLPB. JLPB requires you to report the amount of any interest or other income generated by the grant funds. Any interest or other income *must* be used for the Project. At the end of the Grant Period, any remaining interest must be applied to support activities complementary to the Project. The following categories are ineligible for Community Grant Funds.

- Schools
- Individuals
- Travel expenses and/or salaries
- Fundraising events
- Scholarships/Tuition
- Sectarian or religious projects

Additional Information: Please contact JLPB by email at presidentelect@jlpb.org.

ORGANIZATION INFORMATION

Organization:

Mission:

Total Operating Budget:

Year Founded:

Tax I.D.:

Address:

City, State:

Zip Code:

Website:

501(c)(3): Yes No

Contact person:

Contact Phone:

Contact Email:

Previously funded by Junior League: Yes No If yes, when?

Does a member of JLPB sit on your Board or work for your agency? Yes No



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PROJECT INFORMATION

Project Title:

Project Supervisor:

Project Supervisor's Phone:

Project Supervisor's Email:

Dollar amount requested from JLPB:

Total project cost:

Partial funding acceptable?

Yes

No

Other current or possible sources of funding for this project or partnering agencies:

Project start date:

Project end date:

Number of people served/target population:

PROJECT DESCRIPTION

Please attach a separate typewritten document describing your project, including the following information:

1. The opportunity, challenges, issues or needs your organization seeks to address in our community.
2. Overall goal(s) of the organization for the funding period.
3. Objectives or ways in which you will meet the goal(s).
4. Activities required for the project and who will carry out these activities.
5. Time frame in which this will take place.
6. Long-term funding strategies for the project.
7. List specific Junior League volunteer opportunities associated in the proposed project. Please include day or nighttime hours involved, any special training/licensing/certifications required, and any additional costs anticipated including the party responsible for payment of those costs. *
8. List other volunteer opportunities (not associated with the project) within your organization that may be available to Junior League volunteers. *
9. Please list desired short term or long term outcomes with the grant in the event that it is awarded.

**While volunteer opportunities are not mandatory criteria for the grant funding, we would welcome the opportunity to partner with you for JLPB member volunteer service.*



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SUPPLEMENTAL INFORMATION

The following documents are required to accompany your application:

1. Finances
 - Financial statement from most recently completed year, audited if available, showing actual expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses), and functional expenses. Some funders require your most recent Form 990 tax return.
 - Organization budget for current year, including income and expenses.
 - Project budget, including income and expenses (if not a general operating proposal).
2. List of board members and their affiliations.
3. A copy of your current IRS determination letter [or your fiscal agent's] indicating tax-exempt 501(c)(3) status.

By submitting this application, I certify and agree to the following:

If my organization is awarded a grant, the money granted will be spent to support only the above project proposed. Any money not utilized for this grant will be returned to the Junior League of the Palm Beaches ("JLPB").

A record of all expenditures, together with copies of legible receipts, will be maintained and submitted in a timely manner to the JLPB.

The JLPB may use grant information and the amount awarded for publicity purposes. The agency receiving funding is requested to submit photographs, if available, and will be responsible for receiving

Signature

Printed Name

Date