



Project Grant Application

Name of Agency or Organization:

Address:

(Street) (City) (Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

Website: _____

Name/Title of Contact Person:

☐ Checking here demonstrates approval of Board Chairman, Executive Officer or Board approval for submission.

Please answer the following questions on 4 pages or less in the same order below with subheadings.

Applications that are incomplete or do not follow guidelines will not be considered.

Overview of Non-Profit – Provide a brief summary that includes the following information.

1. What is your organization's Mission and History?

2. What are your current services offered to the community?
3. Organization statistical information:
 - a. Who are the recipients of your services and how many do you serve?
 - b. Staff - full, part-time, consultants (numbers)?
 - c. Volunteers – in what capacity are they used?

Proposed Project – Provide a brief description of why you believe this is a needed project in the community and the population that will be served. The following information should be included:

1. Please describe proposed project/program and population served.
2. What are the goals and objectives of this project/program? Proposed evaluation process?
3. Is this a new or existing project/program? If existing, how long has it been in operation? Do you plan to change the program in any way?
4. Can your project/program be part of a collaborative effort? In other words, are other agencies available to collaborate with you to enhance the program? If not now, in the future?
5. Please explain how the project/program will meet community needs and how it fits with the Junior League of Bakersfield's mission statement and focus?

Financial Information – Provide a brief description of how your non-profit is funded and specific details of the funding needed for the program/project proposed.

1. Submit two (2) copies of the following information in the completed application. This overall organizational financial information does not count as any of the four (4) pages as specified in the guideline limit.
 - a. A copy of your organization's 501c(3) IRS authorization letter.
 - b. A list of your Board of Directors.
 - c. A copy of your agency/organization's most recent audited financial statements, if available. If no audited statement is available, please include a copy of the following:
 - i. Last year's budget and financial statements
 - ii. This year's operating budget with income and expenses to date
 - d. Other sources of funding
 - i. Federal, State, Local
 - ii. Private, Individual, Foundation
 - iii. United Way, other Earned, In-kind, Donations
2. Can this project/program be included in your agency/organization's budget in the future?

3. How much money are you requesting? Provide a **detailed** breakdown of the budget for the application.
4. Would you accept partial funding? If yes, will you be able to obtain additional monies from other sources? If not, is this project/program viable with partial funding? If so, list the amount and for what purpose.
5. How will funding this project/program provide lasting benefits to the population served?
6. Have you received Junior League funding for this project/program in the past? If so, please document dates, amounts of funds and what they were used for.

NOTE: Funding may not be used for salary of additional non-profit staff or consulting fees.

Project Implementation – We are interested in how the program/project will be organized and a detailed description of the project/program.

1. How will the project/program be scheduled? Weekly, monthly, length of time, etc.
2. Do you already serve the population or will recruitment of the population occur? If recruitment is needed, how do you plan to recruit?
3. Explain how the project/program, enhancement activity, teaching component, etc. will be implemented.
4. Does your organization currently have personnel and/or volunteers that will assist in the program? If so, explain.

JLB and Your Organization – The Junior League of Bakersfield provides administrative, financial and volunteer support to its projects. A volunteer committee, headed by a JLB member, will be assigned to your project and will serve as the primary contact and support for the duration of your association with JLB. If the success or potential for growth of the project/program is likely to continue for several years, and if conditions of the grant are met, JLB will review for renewal the project/program, if supported by JLB membership.

1. Provide specific job descriptions for the Project Chair and a committee of volunteers, including hours of commitment, skills, training and specific duties.
2. What training opportunities are available for all JLB members?
3. How does your organization's marketing strategy involve JLB?
4. Is there a plan for local or state advocacy that relates to your project? How does it involve the community?
5. What is the project timeline? How will JLB assistance be phased out?

Please have the Executive Director and one Board Member of your organization sign this request.

Signed_____

Title_____ Date _____

Signed_____

Title_____ Date _____

Deadline is [January 12, 2018](#) (postmarked)

Mail or return the completed application to:
Community Research Committee
Junior League of Bakersfield,
P.O. 2920, Bakersfield, CA 93303

Junior League of Bakersfield
1928 19th Street
Bakersfield, CA 93301
Office Hours are 1:30 am to 5:00 pm Tuesday to Friday

If you have any questions please call 661 322-1671
Or email communityresearch@juniorleagueofbakersfield.org

Grant applications and information available at
www.juniorleagueofbakersfield.org