



JUNIOR LEAGUE OF FORT MYERS

Promoting *Voluntarism*,

Developing the Potential of women,

Improving our Communities...

COMMUNITY MINI-GRANT APPLICATION

2009-2010

The Junior League of Fort Myers (JLFM) supports local nonprofit organizations with mini-grant funding. The Community Mini-Grant Committee of the JLFM reviews and evaluates grant requests and makes a recommendation to the JLFM Board of Directors. Nonprofit organizations that meet the JLFM's grant guidelines are invited to submit the attached application. The Committee will review the applications and award grants not to exceed \$3,000.

To qualify for a grant:

- Applicants must have a 501(c)(3) status with the IRS, be in the process of obtaining a 501(c)(3) status, or be under the umbrella of an agency with 501(c)(3) status.
- Your agency's purpose/mission should be consistent with the Junior League of Fort Myers' focus on women and/or children.
- The grant must be used for the benefit of the local community.
- Your agency must have a local board of directors.
- Your agency must have a non-discrimination policy.
- Your agency must submit the application form along with their most recent financial statement.
- If any JLFM member is involved with your agency, both the agency and the member must contact the chair of the Community Mini-Grant Committee. A JLFM member who has a potential conflict of interest will remove herself from discussion and voting related to the JLFM grant.
- After having received a JLFM grant, you may not re-apply for funding for one year.
- Requests will not be considered for fundraising drives, building fund/capital campaigns, mileage reimbursement, travel expenses, scholarships, an individual's research project, political campaigns, staff salaries or sectarian religious projects.
- Grants will be awarded approximately 60 days after the application due date. Funds must be spent within 12 months of disbursement.

Applicants should submit the following:

1. The attached application, not to exceed three typed pages.
2. A specific line budget as to how the requested funds will be used.
3. List of Board of Directors.
4. A copy of your IRS letter confirming 501(c) (3) non-profit status.
5. Current Financial Statement or most recent audit.
6. Additional literature related to your organization or the project as necessary.
7. Original and three (3) copies of all documentation.

Applications MUST be received in the League Office no later than 2 pm on Monday, Feb. 1, 2010. Electronic applications will not be accepted. Verification of delivery is the responsibility of the applicant. The Junior League will not notify applicants of receipt of applications.

Please return to:

**Junior League of Fort Myers
Attn: Mini-Grants Chair
12995 South Cleveland Avenue, Suite 157
Fort Myers, Florida 33907
minigrants@jlfm.org**

COMMUNITY GRANT APPLICATION

DEADLINES: Oct. 1, 2009 and Feb. 1, 2010

Date: _____
Name of Organization: _____
Address: _____
City, State, ZIP: _____
Phone: _____
Contact Person/Title: _____
Email Address of Contact: _____
Organization Website: _____

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Please attach a separate sheet if necessary. Limit response to three typed pages.

1. Briefly outline the purpose and activities of your organization.
 2. Give a full description of the proposed program or need.
 3. State/explain in detail how JLFM dollars would be spent on this project? What is the total cost of the proposed program (attach detailed budget)? State amount requested from the JLFM, not to exceed \$3000.
 4. Is your organization collaborating with other agencies or businesses? If yes, please list organization(s) names along with a description of the form of collaboration or support to be provided.
 5. How will this project benefit women and/or children in the local area? (Please include approximate number of people served by the project.)
 6. What other non-JLFM funding are you receiving for this specific project?
 7. When will these funds be needed and specifically, when will they be used? Include start and end dates.
 8. How will this project's success be evaluated? Please provide at least one (1) measurable goal and one (1) outcomes specific to this project.
 9. What is the feasibility of this project without JLFM funding? If JLFM funds are used for start up of a project, how will the project continue after our funding?
 10. How will the JLFM be acknowledged for its volunteer or funding support for this project?
 11. What is the total numbers of volunteers for your organization?
 12. Are any members of your organization members of the JLFM?
 13. Is there an opportunity for a JLFM member to serve voluntarily on the board of directors or an advisory committee of your agency? What financial obligations, if any, are expected of board or advisory committee members initially and on an annual basis? Could these obligations be waived for a JLFM volunteer if the JLFM supports your agency with funding?
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Attach the following to this application:

- A copy of your IRS letter confirming 501(c) (3) non-profit status.
- A specific line budget as to how the requested funds will be used.
- List of Board of Directors.
- Current Financial Statement or most recent audit
- Additional literature related to your organization or the project as necessary.
- Original and three (3) copies of all documentation.

Progress Reports

After the money is granted regular progress reports are to be sent to the Junior League office with updates on how the monies are being spent and how the volunteer commitment is being utilized. You will be assigned a point person from the Mini Grants Committee to whom you will provide updates.

These progress reports are due quarterly.

Date

Signature

Board Use Only:

Approved_____

Amount Issued_____

Date_____

Initials_____