



## JUNIOR LEAGUE OF DETROIT

*Women building better communities*

# JUNIOR LEAGUE OF DETROIT, INC.

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### COMMUNITY ASSISTANCE GRANT APPLICATION

Thank you for your recent inquiry concerning the Community Assistance Grants provided by the Junior League of Detroit (“JLD”). Community Assistance Grants support the Junior League of Detroit’s efforts to participate in community-based collaborative partnerships that work to broaden the educational, cultural, recreational, and health opportunities for children living in the county of Wayne and promote volunteerism.

The JLD works to broaden awareness around food insecurity affecting the children living in Wayne and Macomb County. Within food insecurity, we are interested in programs that provide education, nutrition and accessibility. Enclosed you will find an application for a Community Grant. Please review the following guidelines before returning the application to the Junior League of Detroit.

#### Funding Guidelines

Funding is based on a quarterly cycle with the following deadlines: **August 1, November 1, February 1 and May 1. You will be notified in writing of a decision in approximately 8 weeks from submission deadlines as each grant award requires the approval of the Board of Directors.**

#### **The Community Assistance Grant Committee will:**

- Only review completed applications with the appropriate supporting documentation (See attached checklist);
- Limit applications to organizations having an office(s) in Wayne County and providing service within Wayne County, or applicants having 75% of their clients residing in Wayne County whose goals are to improve the health and food insecurity of the clients of the organization.
- Only consider applicant organizations that are exempt from taxes under section 501(c)(3) of the Internal Revenue Code or have an umbrella status with an agency that has received such a determination;
- Only consider applicants that provide a detailed explanation for (1) the specific program for which funds are being requested and (2) an itemized budget breakdown for the line item(s) for which JLD funds are being requested;
- Only consider applicants that provide a CPA prepared financial statement for the prior fiscal year, or if one is not available, an organization prepared financial statement for the prior fiscal year; and
- Give preference to new projects.

#### **The Community Assistance Grant Committee will not:**

- Consider requests from individuals;
- Fund organizations more than once every twenty-four months from receipt of funds; and
- Fund general operations, salaries, stipends and transportation or capital improvements.

Amount: The typical grant range is from \$500 to 5,000.

#### **Criteria for Evaluation:**

- Demonstration of need
- Clearly describes goals, outcomes and objectives of the project
- Realistic project budget with reasonable costs for providing services
- Clearly describes funding request
- Evaluation process in place for measuring impact of project
- Demonstration of other financial or in-kind support for project

**Grant Process:**

Upon receiving your application, the JLD will send you an email confirming receipt of your application. All completed applications that fall within the funding guidelines will be reviewed by the Community Assistance Grants Committee shortly after the deadline date. The JLD Board of Directors determines which grants will be approved based upon the Committee's recommendations. Please do not call the JLD Office regarding the status of submitted grant applications. You should hear from the Community Assistance Grants Committee approximately 8 weeks after the submission deadline.

**COMMUNITY ASSISTANCE GRANTS CHECK LIST—Send by email to [jldoffice@ameritech.net](mailto:jldoffice@ameritech.net)**

**PLEASE MAKE SURE YOU HAVE EMAILED:**

- **The completed, typed, Application for a Community Assistance Grant;**
- **Evidence of IRS 501(c)(3) status;**
- **Your Employer Identification Number (EIN) required by new federal government regulations.**
- **A CPA prepared financial statement for the organization's prior fiscal year or if not available, an organization prepared financial statement for the prior fiscal year;**
- **Detailed description and budget of the entire program for which funding is being requested and details regarding the line item(s) for which you are requesting JLD funds;**
- **List of the applicant's current Board of Directors/Trustees.**

**SUBMITTING YOUR APPLICATION:**

- **To submit the pdf application, fill out the fields and save this file at your organization before you email it to the Junior League of Detroit. Send additional attachments by attaching them to the email to the JLD office at [jldoffice@ameritech.net](mailto:jldoffice@ameritech.net). Make sure your email includes your organization's name in the subject line, and the words "attachment to grant application."**
- **Submissions by regular mail will not be accepted.**

**ONLY COMPLETED APPLICATIONS WITH THE APPROPRIATE SUPPORTING DOCUMENTATION WILL BE REVIEWED BY THE COMMITTEE**

**JUNIOR LEAGUE OF DETROIT, INC.**  
Community Assistance Grant Coordinator  
Junior League of Detroit, Inc.  
32 Lakeshore Road  
Grosse Pointe Farms, MI 48236-3726

DATE:

ORGANIZATION:

ADDRESS:

TELEPHONE:

ORGANIZATION'S WEB SITE (IF AVAILABLE):

CONTACT PERSON:

TITLE:

CONTACT'S TELEPHONE:

CONTACT'S EMAIL ADDRESS:

NAME OF ORGANIZATION'S BANK:

EMPLOYER IDENTIFICATION NUMBER

DOES THE ORGANIZATION HAVE ANY OF THE FOLLOWING?

A 501(c)(3) Tax exempt status:

Yes

No

Umbrella 501(c)(3) status with:

(Name of organization)

**(Please provide a copy of the tax-exemption letter as an attachment.)**

**REQUEST AMOUNT**

NAME OF PROGRAM

TOTAL COST OF THE PROGRAM:

AMOUNT OF REQUEST TO THE JLD FOR FUNDING WITHIN THIS PROGRAM: \_\_\_\_\_

**SECTION I: GENERAL ORGANIZATIONAL INFORMATION**

1. WHAT DATE WAS YOUR ORGANIZATION WAS FOUNDED? \_\_\_\_\_
2. HAVE YOU APPLIED FOR A JUNIOR LEAGUE OF DETROIT COMMUNITY ASSISTANCE AWARD OR GRANT IN THE LAST 24 MONTHS? YES:  NO:

IF YOU ANSWERED “YES,” WHEN DID YOU APPLY? \_\_\_\_\_

3. HAVE YOU RECEIVED A JUNIOR LEAGUE OF DETROIT COMMUNITY ASSISTANCE AWARD OR GRANT IN THE LAST 24 MONTHS? YES:  NO:

**IF YOU ANSWERED “YES” TO QUESTION NO. 5, PLEASE POSTPONE YOUR APPLICATION UNTIL 24 MONTHS HAVE PASSED FROM THE RECEIPT OF THE FUNDS.**

4. HAVE YOU RECEIVED FUNDING AT ANY TIME IN THE PAST FROM THE JUNIOR LEAGUE OF DETROIT? YES:  NO:

IF YOU ANSWERED “YES,” WHEN DID YOU RECEIVE THE FUNDING? \_\_\_\_\_

WHAT WAS THE AMOUNT? \_\_\_\_\_

WHAT PROGRAM WAS FUNDED? \_\_\_\_\_

**SECTION II: SPECIFIC PROGRAM INFORMATION**

**Attach additional pages as necessary to provide the requested information.**

1. PROVIDE A BRIEF OVERVIEW OF HOW THE FUNDS WILL BE USED (100 words or less)

\_\_\_\_\_

2. WHAT DEMOGRAPHIC DOES THE PROGRAM TARGET AND HOW MANY PEOPLE DOES THE PROGRAM SERVE ANNUALLY?

\_\_\_\_\_

3. PLEASE PROVIDE A COMPLETE DESCRIPTION OF THE PROGRAM FOR WHICH FUNDS ARE BEING REQUESTED, INCLUDE THE GOALS, OBJECTIVES, TIMELINES AND DESIRED OUTCOMES.

[Redacted area]

4. DESCRIBE HOW THE PROGRAM IS OR WILL BE EVALUATED:

[Redacted area]

5. PLEASE PROVIDE A LINE ITEM FINANCIAL BREAKDOWN FOR THE ENTIRE PROGRAM (as an attachment) SHOWING HOW THE FUNDS REQUESTED FROM THE JUNIOR LEAGUE OF DETROIT WILL BE SPENT.

6. WHAT SUPPORT HAVE YOU ALREADY RECEIVED FOR THIS PROGRAM? PLEASE LIST THE ORGANIZATION(S) AND AMOUNT(S):

[Redacted area]

7. ARE YOU APPROACHING OTHER COMMUNITY AGENCIES OR GROUPS FOR FINANCIAL SUPPORT?  
YES: YES:  NO:

IF SO, WHOM?

[Redacted area]

8. WHAT ARE YOUR PLANS FOR FUTURE FUNDING (IF ANY) FOR THIS PROGRAM?

[Redacted area]

9. ARE YOU COLLABORATING WITH OTHER INDIVIDUALS, GROUPS, OR ORGANIZATIONS IN THIS PROGRAM?  
YES:  NO:

IF SO, PLEASE LIST AND THE DESCRIBE THE COLLABORATOR'S ROLE IN THIS PROGRAM

[Redacted area]

10. DO YOU PLAN TO USE COMMUNITY VOLUNTEERS TO ASSIST IN THIS PROGRAM?

YES:  NO:

IF SO, PLEASE EXPLAIN HOW THE VOLUNTEERS WILL BE UTILIZED.

**SECTION III: ADDITIONAL INFORMATION**

1. A REPORT TO THE JUNIOR LEAGUE OF DETROIT REGARDING THE RESULTS OF THE PROGRAM FOR WHICH THE GRANT WAS USED IS DUE WITHIN 3 MONTHS FROM THE TIME THE FUNDS WERE UTILIZED. PLEASE PROVIDE THE APPROXIMATE DATE WE CAN EXPECT YOUR REPORT:

2. EXPLAIN HOW YOU PLAN TO PUBLICIZE THE JUNIOR LEAGUE OF DETROIT'S SUPPORT OF YOUR PROGRAM:

3. HOW DID YOU LEARN ABOUT THE JUNIOR LEAGUE OF DETROIT'S COMMUNITY ASSISTANCE GRANTS?

**WHEN YOU HAVE COMPLETED THIS FORM AND ARE SATISFIED WITH THE ANSWERS, SAVE THIS FILE AND EMAIL IT TO THE JUNIOR LEAGUE OF DETROIT, AT [jldoffice@ameritech.net](mailto:jldoffice@ameritech.net)**