



**JUNIOR LEAGUE OF
EVANSTON-NORTH SHORE**

Women building better communities

**INFORMATION ON THE
JUNIOR LEAGUE OF EVANSTON-NORTH SHORE
COMMUNITY ASSISTANCE FUND**

GENERAL DESCRIPTION

The purpose of the Junior League of Evanston-North Shore (JLE-NS) Community Assistance Fund is to grant money to non-profit organizations in the North Shore which:

- address the immediate needs of their communities
- require seed money or funding for their first year of operation
- require emergency funding to remain in operation
- are sponsoring an event which significantly impacts the community

TO APPLY

Organizations applying for a grant must:

1. Demonstrate that the organization or program relates to the JLE-NS vision (*Building Community One Child at a Time*) and community program area (*Character Development of Youth including Family.*)
2. Demonstrate sound financial management.
3. Verify non-profit, tax-exempt status.
4. Be based in the Chicago metropolitan area and serve northern suburb communities.
5. Demonstrate inclusiveness in terms of race, religion, and/or national origin.
6. Complete the Grant Application and required supporting documentation.

GENERAL GUIDELINES

1. Grant requests may not exceed \$500.
2. Grant applications may be submitted through January 15, 2010. Granting decisions will be made after the deadline.
3. A grant will not be awarded in consecutive years to the same organization.
4. Funds must be used within one year of being awarded and for the approved purpose.
5. The JLE-NS Grant Request Coordinator will notify the applicant by letter of award approval or request denial.
6. A Letter of Agreement must be signed by the organization prior to the dispersal of funds.

REPORTING PROCEDURES

1. For the first year, organizations are required to send a status report every six months to the JLE-NS Grant Request Coordinator. This report is to include a financial statement, a description of the progress of the program, and any promotional literature acknowledging the support of the JLE-NS.
2. Thereafter, an annual report is to be sent to the Grant Request Coordinator.

Junior League of Evanston-North Shore Community Assistance Fund

GRANT APPLICATION

1. Name of Organization:

2. Address:

3. Telephone number:

4. Contact Person:

5. Contact telephone number:

6. Amount of grant request:

7. Date funds needed:

8. Are you listed with the IRS as a 501(c)(3) organization **or** under the umbrella of another organization's tax status?

9. How long has your organization been in existence?

10. What are the primary communities served by your organization?

11. Briefly describe your organization and its goals:

12. Explain the problem, need or issues you plan to address with this grant.

13. Describe the program that you will be funding, including:

- the approximate dates of program;
- the number of people who will participate in or benefit from this program;
- which community or communities will benefit from this program; and,
- the evaluation process designed for this program.

14. Please detail your operating budget for this program (use a separate sheet if necessary).

15. How will the Junior League of Evanston-North Shore be recognized for its support?

INCLUDE THE FOLLOWING WITH THIS APPLICATION:

- A copy of the IRS determination letter stating your non-profit, tax-exempt status.
- A current list of your Directors and Officers.
- A current brochure about your organization (if available).
- A copy of your most recent annual report (if applicable).

SEND THE APPLICATION AND SUPPORTING MATERIALS TO:

Grant Request Coordinator
Junior League of Evanston-North Shore
620 Lincoln Ave., Suite 209
Winnetka, IL 60093

If you have any questions, please leave a message for the Grants Coordinator with Karen Cosgrove, JLE-NS Office Manager, at JLE-NS headquarters, 847-441-0995.