



**JUNIOR LEAGUE OF
EVANSTON-NORTH SHORE**

Women building better communities®

*Junior League of Evanston-North Shore
Community Assistance Fund
2017 Grant Application Form*

*Please return completed application and supporting
materials by March 1, 2017*

Mailing Address:

*Junior League of Evanston-North Shore
620 Lincoln Avenue, Suite 209 Winnetka, IL 60093
Attention: Grants Chairwoman
847-441-0995*



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**JUNIOR LEAGUE OF EVANSTON-NORTH SHORE
COMMUNITY ASSISTANCE FUND**

The Community Assistance Grant Fund is expressly for the purpose of fund disbursement to non-profit agencies and groups, enabling the JLE-NS to respond to a critical and/or emergency need, to provide seed money needed through the first year of operation and/or to fund an event or organization that creates a significant community impact. Recipient's programs must relate to the JLE-NS Mission, Vision and Community Program. Emergency funds may not be required to relate to program, only mission and vision.

Our mission: The Junior League of Evanston-North Shore, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Our Vision: Women around the world as catalysts for lasting community change.

Our Focus: Advancing Employment and Supporting Families.

Eligibility Requirements Checklist:

Organizations applying for a grant must:

- Demonstrate that the organization or program relates to JLE-NS Mission, Vision and Community Program.
- Verify non-profit, tax-exempt status.
- Demonstrate sound financial management.
- Complete the Grant Application and required supporting documentation.

Grant Fund Application Checklist:

The following must be included with this application for consideration.

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

GENERAL GUIDELINES

1. Grant requests may not exceed \$500.
2. Grant applications may be submitted through **March 1, 2017**. Completed applications must be received by 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 Grants Chairwoman 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 Grants Chairwoman. 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 Grants Chairwoman.

Thank you for your commitment to building better communities!
The Junior League of Evanston- North Shore

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Community Assistance Fund
Application Form**

PLEASE TYPE YOUR RESPONSES. HANDWRITTEN RESPONSES WILL NOT BE ACCEPTED.

I. GENERAL INFORMATION

1. Name of Organization:
2. Address:
3. Telephone number:
4. Contact Person:
5. Contact phone number:
6. Contact email address:

II. GRANT REQUEST INFORMATION

1. Mission or purpose of organization:
2. Amount of grant funds requested. Would you accept partial funding?
3. How long has your organization been in existence?
4. What are the primary communities served by your organization?
5. Briefly describe your organization and its goals:
6. Explain the community problem, need or issues you plan to address with this grant:
7. Describe the program, project, or event that you will be funding, including:
 - the approximate dates of this program, project, or event;
 - the number of people who will participate in or benefit from this program project or event;
 - which community or communities will benefit from this program, project, or event; and
 - the evaluation process designed for this program, project, or event.
8. Please detail your operating budget for this program (use a separate sheet if necessary).
9. How will the Junior League of Evanston-North Shore be recognized for its support?

The deadline for application is March 1, 2017. Attach all required information and mail or hand deliver completed application. Incomplete or late entries will not be considered.

The Grant Fund recipient will be notified by May 31, 2017. If you have any questions, please leave a message for the Grants Chairwoman with Lisa Martinez, JLE-NS Office Manager, at JLE-NS headquarters, 847-441-0995.

You may find additional information about the Junior League of Evanston-North Shore at our website: www.jle-ns.org.

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