



## **2019-2020 Collaborative Opportunity Grants Application**

### **Mission Statement of Junior League of Lafayette**

Junior League of Lafayette 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.

Applications that will directly impact Junior League of Lafayette's Mission will be given priority.

### **Any organization applying for funding through a Junior League of Lafayette grant must meet ALL of the following stipulations:**

1. Organizations must have a 501(c)(3) status with the Internal Revenue Service and/or a qualified nonprofit group.
2. Agency must have a local Board of Directors.
3. Funds must be utilized in Lafayette Parish.
4. All attachments required in the grant application process must be in the name of the agency submitting the application.
5. Completed application must be received by Junior League of Lafayette by said deadline.

### **Requests for funding the following WILL NOT be considered:**

- Fundraising events
- Research efforts
- Deficit financing
- Conference or seminar fees
- Travel expenses
- Endowments
- Scholarships
- Individuals
- Media events
- Sectarian religious projects
- General operating expenses including salaries
- Office furniture
- Production and development of television or radio programs
- Lobbying



The Collaborative Opportunity Grant enables Junior League of Lafayette to offer local nonprofit organizations funding for short-term projects. If selected, the project must be completed between October 1, 2019, and April 30, 2020. In addition to monetary funding, between five and ten trained Junior League of Lafayette volunteers will be provided to assist in the planning, execution and completion of the selected project.

*Please note the following important stipulations regarding Collaborative Opportunity Grants:*

A Junior League committee member will be assigned to chair the project. The Junior League Committee Chair will purchase the supplies for your project. **You may shop with the Junior League member; however, Junior League of Lafayette is not allowed to reimburse you nor your organization for supplies.** In the event the budget is not exhausted, **the funds are not available to be contributed as a donation.** The Collaborative Opportunity Grants Committee **cannot participate in, contribute to, or assist with the fundraising of other agencies and organizations.**

The Collaborative Opportunity Grant monies will be awarded in amounts up to \$1,500.00. These monies will be allocated by or before mid-September of 2019. Grants are awarded for a one-year period of time. All agencies receiving a Collaborative Opportunity Grant must submit a final report to Junior League of Lafayette after completion of the project. A grant reporting form will be provided.

### **Grant Application Deadline**

All applications must be received by or before 12 p.m. on June 15, 2019. One printed copy must arrive via postal carrier or be hand-delivered to Junior League of Lafayette Headquarters located at 504 Richland Avenue. One electronic copy must also be submitted to [grants@juniorleagueoflafayette.com](mailto:grants@juniorleagueoflafayette.com). Any application that is received after the deadline will not be considered.

The 2019-2020 Collaborative Grants Committee looks forward to working with you and your agency. Please direct all questions to Jennifer Kirkley, Collaborative Opportunity Grants Chair, by email at [grants@juniorleagueoflafayette.com](mailto:grants@juniorleagueoflafayette.com).

Sincerely,

A handwritten signature in black ink that reads 'Jennifer Kirkley'.

Jennifer Kirkley  
Collaborative Opportunity Grants Chair

A handwritten signature in black ink that reads 'Mary Courville'.

Mary Courville  
President



# JUNIOR LEAGUE OF LAFAYETTE

## Part I. General Information

Organization Name

Address:

Phone Number:

Email:

Name of Chief Executive Officer and/or Executive Director:

Chief Executive Officer's Phone:

Email:

Name of Project Director:

Project Director's Phone:

Email:

1. Organization's mission statement:

2. Brief history of the organization and its programs and activities:

3. Brief summary of the project you would like Junior League to help you with:

4. Target population of the program/project:



5. How many people do you estimate will be impacted by the project:

6. Explain community need for project:

7. How will this project's success be evaluated and measured?

8. How do you feel this project is congruent to the Mission of Junior League?

9. Amount of funds requested: (a maximum of \$1,500.00 may be awarded per project grant)

10. Timeline for the project

Month

Day

Night/Weekend

11. Number of volunteers requested:



## Part II. Checklist of Attachments.

Attachments should include the following information and be supplied in the order listed below. If your agency's name has changed, all attachments required within must be in the name of the agency submitting the application.

1. Copy of Internal Revenue Service letter stating that the organization is tax exempt or a copy of the organization's fiscal agent's 501(c) 3 designated letter. If the organization is using a fiscal agent, a letter from the fiscal agent's organization stating its willingness to serve is also requested.
2. A list of the agency's current Board of Directors.
3. Statement from a representative of the organization's Board of Directors authorizing the request and agreeing to implement the project if funded.
4. Detailed project budget, including income sources and expenditures. Applicants are strongly encouraged to itemize and provide supporting documentation of all proposed expenditures, including any pertinent estimates or bids for goods or services to be obtained from outside sources. Also include a list of other sources of funding (pending or approved) for this project.
5. A list of the organization's top three funding sources, the last three years of the total revenues and total expenses of the organization, a current operating budget, and a statement of the percentage of the most current year's budget spent on programs.
6. An audit or IRS Form 990 from the organization's most current year.

Applicants should submit one copy of their completed application stapled, but not bound, to:

Junior League of Lafayette  
Attn: Collaborative Opportunity Grants Chair  
504 Richland Ave.  
Lafayette, LA 70508

**Applicants should submit** one electronic copy of their completed application via email. Agencies can email [grants@juniorleagueoflafayette.com](mailto:grants@juniorleagueoflafayette.com) to confirm receipt of their grant application submission but should do so with sufficient time to re-submit the application before the deadline if it has not been received. ***Applications must be received by or before 12 p.m. on Saturday, June 15, 2019. Applications received after this deadline will not be considered.***