



Junior League of Tyler, Inc.

Grant Application Process for Community Projects

- The Junior League of Tyler, Inc. accepts Project Request Applications for grants once a year. The deadline is September 1<sup>st</sup>. There is no limit to the amount of funds that can be requested but all requests must include volunteer opportunities for League members.
- Priorities for grants include three areas: Arts & Education, Health Services, Youth & Family.
- All Project Requests for a grant must meet all funding guidelines as stated below.
- A project is a planned undertaking, organized to serve the community in which the League has a position of responsibility in program development and administration. All funding requests shall be consistent with the Position Statements of the League and its Purpose: The Junior League of Tyler, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.
  1. Requests shall show proof of agency's 501© (3) status.
  2. Requests shall benefit residents of Smith County
  3. Requests shall be submitted in writing to the Junior League of Tyler, Inc
  4. Funding shall be limited to one Junior League of Tyler, Inc. grant per fiscal year (June 1-May 31).
  5. Documentation of all expenditures and follow-up report may be required.
  6. Requests shall be received from qualified agencies at the time set by the Community Vice President and President. No consideration will be made to requests received after that date.
- The timeline for the Junior League of Tyler's grant process is as follows:
  - a. Applications due September 1<sup>st</sup>
  - b. Priority Groups vote on Project Requests by the end of November to pass on to the Community Coordinating Committee. Those agencies not moving on are notified.
  - c. Community Coordinating Hearings will be held in January. Each agency will be asked to make about a 10 minute presentation to the Committee regarding its project request. After hearing all presentations, the Committee will vote and decide which projects to forward to our membership for consideration. Those agencies not moving on are notified.
  - d. Projects approved by the Community Coordinating Committee will be presented to the membership in February in a DVD presentation. Following the presentation, the membership will vote on the projects to support for the following year.
  - e. In April, Junior League volunteers sign up for the following years placements in which they are interested. A project will fail if the minimum number of volunteers requested cannot be met, regardless of the membership's previous vote to support it. Agencies are notified at that time of the final status of your request.
  - f. Agencies whose requests are finally approved will attend a contract signing during the month of May.