

# Junior League of Tyler, Inc. Community Assistance Fund Request

Name of Organization

Address of Organization

Telephone

E-mail Address

Contact Person

Title

Amount of Request

Tax ID Number

Describe the request and how the funds will be used

Explain how this request fits in the JLT funding guidelines (see page 3)

List other possible funding sources and amounts

Has your agency received funding from the JLT in the past?

If yes, please list the year and amount.

Is this an on-going need?

If yes, how will the need be met.

Please attach all items listed below.. *Incomplete requests will not be considered.*

Project budget with requested funds denoted

Most recent Financial Statement as approved by the Board of Directors

Current list of Board of Directors

IRS Designation Letter

Signature of person requesting funding:

Printed name

Title

Date

All requests must be received between June 1 and May 1.

## CRITERIA FOR COMMUNITY ASSISTANCE FUND

- The Community Assistance Fund provides the Junior League of Tyler, Inc. a means to fund short term needs of eligible non-profit agencies with an amount not to exceed \$3,500.
  - A short-term need shall be defined as an unforeseen need not covered by the budget or present financial resources of the agency which may cause the possibility of a disruption of a program or service.
  - Community Assistance Fund grants must meet all other funding guidelines as stated below.
  - This League shall endeavor to associate itself with or endorse projects, programs, or activities, which meet accepted standards in their fields, or show evidence of working towards such standards.
  - 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.