



## ***Application for JLI Community Assistance Grants***

### ***What is the Junior League?***

#### **Mission Statement**

The Junior League of Indianapolis 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.

#### **Current Strategic Issue**

Within the JLI's broad focus to support the health and education of children and their families, the JLI has identified a current strategic issue. This current issue is preparing students for academic success.

### ***2019-2020 Community Assistance Grants***

Each year, the JLI awards Community Assistance Grants (CAGs) to financially sound nonprofit organizations classified as 501c(3) organizations located in Marion County or surrounding counties. In 2019-2020, the JLI is providing our community assistance grants to organizations that prepare students for academic success by providing families with knowledge and resources to guide their children toward academic success and/or those that equip students, families and education providers with age-appropriate educational materials.

Starting with the 2019-2020 cycle the first step in the application process is to submit a **Letter of Intent**. Please use the Application form listed on the [website](#).

Please keep the following in mind in applying for assistance:

Please note that unlike our Community Project partners, CAG recipients do not receive volunteer support from the JLI. Community Assistance Grant recipients will receive **funding only**. Please see the website for more details if your organization would like to apply to become a Community Project that involves a partnership between the JLI and another nonprofit organization, with the JLI providing both funding and trained volunteers to the partnering organization.

### ***Additional Information about Community Assistance Grants***

#### **Application Format**

The CAGs Committee is providing applications with the option of requesting funding of \$50,000 OR from \$5,000 and up to \$10,000 for a program or project.

Applications must be submitted on the required application form. Please include all requested items and answer ALL of the questions on the application. The application must be submitted in PDF format by email to [grants@jlindy.org](mailto:grants@jlindy.org) and include "2019 CAG Application" in the subject line. The attachment and required documentation must also be in PDF format and attached to the same email. **Applications must be submitted by 5:00pm on October 4<sup>th</sup>, 2019. LATE APPLICATIONS WILL NOT BE CONSIDERED. INCOMPLETE APPLICATIONS WILL NOT BE RETURNED AND CANNOT BE CONSIDERED.**

Do not submit additional cover letters, marketing materials, brochures, videos or any materials other than those requested should be provided. Any additional materials provided will be discarded immediately.

### **Review and Notification of Awards**

The CAGs Committee will select organizations who applied for funding of \$50,000 with the highest overall scores as semi-finalists who may be subject to a site visit at the JLI's request. Once site visits are complete, finalists will then be selected and required to present their proposal at the December General Membership Meeting of JLI.

Applicants interested in receiving from \$5,000 and up to \$10,000 will not be subject to a site visit nor be required to present at the December General Membership meeting. Those organizations will be selected by the JLI CAGs Committee.

Applications will be scored based on the following criteria:

- Alignment with JLI Focus Area
- Innovation
- Impact and Measurable Outcomes
- Sustainability and Budget

Notification will be sent to ALL applicants by October 28th, 2019. Those selected as semi-finalists subject to a site visit will receive additional information about the visit and selection process at that time.

### **JLI Site Visit Guidelines (NEW in 2019)**

- If selected as a semi-finalist, a JLI Grants Committee member will contact the organization to schedule a 1-2 hour site visit during the weeks of **November 4<sup>th</sup>-November 15<sup>th</sup>, 2019**.
- Site visits will be utilized to tour the organization's facilities, meet key staff members, and learn more about the proposed project. In addition, this time will be used to resolve any remaining questions regarding the organization and proposed project.
- All semi-finalists will be notified by November, 25<sup>th</sup> 2019. Those selected as finalists and required to present at the December General Membership Meeting will receive additional information at that time.

### **Grant Presentation Guidelines**

- If selected to present at the December 19th, 2019 General Membership Meeting, a staff member from the organization **MUST** attend to present on behalf of the organization. A member of JLI may not present on behalf of the selected organization. Clients or service recipients of the organization may not present on behalf of the organization.
- **The presenter should arrive by 6:30 p.m. to be briefed on the presentation process and to review the presentation order. The December 19th, 2019 General Membership meeting will then follow at 7 p.m.**
- **If selected to present at the December 19, 2019 General Membership meeting, applicants will present the following information in a 5-minute timeframe:**
  - o Mission/organization overview
  - o Grant request project overview
  - o Project budget overview
  - o Recognition and other opportunities for JLI
- For the presentation, applicants can present information through the following mediums, only:
  - o One-page handout
  - o **NO PowerPoint presentations or audio clips**

### **Mid-Year & Final Reports**

Applicants who receive funding must agree to submit both a mid-year report and final report.

The mid-year report consists of a short paragraph updating the JLI on the status, progress, and impact that the received grant had on your organization and is due by **May 1, 2020**.

All organizations receiving support must submit a Final Grant Report that will be provided with the grant agreement and is due to the JLI by **October 1, 2020**.

If the program or initiative is completed by May 1, 2020, the final grant report can be submitted at that time.

## **Application Checklist**

### **Community Assistance Grant Submission Checklist**

*All materials and attachments must be submitted in PDF format and attached to a single email. We prefer that all organizations submit your applications and all required documentation in one PDF and/or in an editable version of Adobe Acrobat.*

#### **Required Documentation**

- Completed Application – signed by the Executive Director
- List of recognition opportunities available for the JLI by your organization (1 page attachment)
- List of current Board of Directors and/or Advisory Board
- Copy of 501(3)(c) IRS Determination Letter
- Most recent audited financial statement, and the most recent 990 if available
- Most recent annual report in attachment form or provide a link.

#### **COMPLETED APPLICATIONS SHOULD BE SUBMITTED:**

***By 5:00pm on October 4th, 2019 by email to [grants@jlindy.org](mailto:grants@jlindy.org) and include "2019 CAG Application" in the subject line  
Application and required documentation must be saved and attached as 1 PDF***

**INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED  
AND  
WILL BE AUTOMATICALLY DISQUALIFIED.**

Questions? Please contact:  
Marci Wilz  
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