



JUNIOR LEAGUE OF  
INDIANAPOLIS

## Letter of Intent for JLI Trust Fund Grants

ALL BLANKS MUST BE COMPLETED. NO ATTACHMENTS ARE TO BE INCLUDED.

### Applicant Information

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

County

City

State

ZIP Code

Phone: ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Website Address: \_\_\_\_\_

EIN (IRS Tax ID number): \_\_\_\_\_ Year Established: \_\_\_\_\_

Operate in Calendar Year or Fiscal Year: \_\_\_\_\_ Year From: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Number of Paid Staff: \_\_\_\_\_ Number of Full-time staff: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_ Number of Part-time staff: \_\_\_\_\_

Number of Board Members: \_\_\_\_\_ Number of Board Meetings: \_\_\_\_\_

Percentage of Board Contributing Annually: \_\_\_\_\_ Percentage of Board Meeting Attendance: \_\_\_\_\_

Current Executive Director Term in Years: \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_  
First Last

Phone: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

FAX: ( ) \_\_\_\_\_ Position: \_\_\_\_\_

### Section 1 – Organization Summary

Line A – Total Monetary Request: \$

Line B – Total Organizational Budget for Project Year: \$

Line C – Total Project/Initiative Budget: \$

Line D – Request as percentage of Organizational Budget: (Divide Line A by Line B) %

Line E – Request as percentage of Project/Initiative Budget: (Divide Line A by Line C) %

Line F – Age of program (indicate if new or years in existence):

Line G – Number of TOTAL unduplicated children served by this proposal: #

Line H – Number of unduplicated children to be served directly by JLI funding: #

Line I – Number unduplicated children served by this proposal living in Marion County: #

Line J – Program's TOTAL cost per participant (Divide Line C by Line G) \$

Line K – Program's JLI Funded cost per participant (Divide Line A by Line H) \$

County(s) Served by Project: \_\_\_\_\_

## Section 2 – Project Description

Briefly describe the project concept. Each page should be single-spaced and use 12 pt. font. Do not amend the table width.

## Section 3 – JLI Historical Information

To assist the JLI in determining whether any potential conflict of interest exists, please indicate whether you currently have, or have had in the past three years, any JLI members employed by your organization, volunteering for your organization, or serving on your Board of Directors. (NOTE: Answering “yes” will not disqualify your organization from receiving assistance, but will allow the JLI to ensure that proper screening measures are implemented in reviewing your application, to ensure fairness for all applicants.)

☐ No      ☐ Yes      If yes, please list those individuals, including names and positions.

2. Has your organization ever received funding or volunteers from the JLI? If yes, please indicate dates, amounts, and/or services received.

## Section 4 – Signature – This section must be completed by the applicant’s Executive Director.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name &  
Title: \_\_\_\_\_

***LETTER OF INTENT SHOULD BE COMPLETED AND SUBMITTED:  
By 5:00pm on Friday, February 7th, 2020 by email to [grants@jlindy.org](mailto:grants@jlindy.org) and include  
“2020 TFG Letter of Intent” in the subject line  
Letter of Intent must be saved and attached as a PDF***

Questions? Please contact:  
Marci Wilz  
2019-2020 Grants Chair Junior League of Indianapolis  
[grants@jlindy.org](mailto:grants@jlindy.org)