



JUNIOR LEAGUE OF

**SACRAMENTO**

# ENRICHMENT GRANT GUIDELINES/APPLICATION

## OVERVIEW

The Junior League of Sacramento (JLS) is pleased to announce our 2017-2018 application process for our Enrichment Grant. The JLS Enrichment Grant enables the League to address community needs that have significant impact on the Sacramento area community and align to the Junior League of Sacramento's mission, vision and focus.

For the 2017-2018 League year, the JLS will consider grant requests up to \$7,500. Projects that address a critical human need and collaborative efforts are strongly encouraged. Priority consideration will be given to proposals providing a non-duplicated service to the community. Applications for enrichment grants are evaluated according to the following criteria:

- Applicants must have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and demonstrate financial stability;
- Applicants must be governed by a local Board of Directors;
- Applicants must be located in and impact individuals or groups within the JLS service area;
- Applications must be compatible with the JLS mission, vision or focus areas (Please identify which one on application):
  - Mission: The Junior League of Sacramento, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and to improving communities through the effective action and leadership of trained volunteers;
  - Vision: The vision of the Junior League of Sacramento is enhancing the well-being and future of the Sacramento community through the dedicated action of trained volunteers;
  - Focus Area:
    - Empowering Girls: The Junior League of Sacramento empowers girls to be confident leaders through programming centered on self-esteem, character development, and educational achievement.

**All grant applications must be received by Feb. 28, 2018.**

**Recipients will be notified by March 30, 2018.**

Enrichment grants will not fund the following:

- Fundraising events, including tickets or tables;
- Political causes, candidates, organizations or campaigns;
- Political, labor or fraternal organizations;
- Trips or tours exclusively for the organization's personnel or attendance at conferences or events not related to the organizations ongoing programs;
- Organizations without a non-discrimination policy;
- Endowment campaigns;
- Costs already incurred;
- Salaries for employees or contractors of the receiving agency;

- Education of any kind that includes any denominational or non-denominational religious component;
- Sectarian activities for religious organizations;
- Academic tuition to benefit an individual; or
- Team sponsorships or sporting events.

## INSTRUCTIONS

The attached application must be filled out in its entirety to be considered by Feb. 28, 2018. The complete application should be submitted electronically to [jlsgrants@jlsac.org](mailto:jlsgrants@jlsac.org) with all of the required documents listed below:

- One copy of 501(c)(3) status letter from the IRS;
- One copy of agency's current annual operating budget;
- One copy of agency's audited financial statement (or copy of Form 990);
- One copy of agency's Request for Taxpayer Identification Number and Certification (Form W-9);
- One copy of the proposed project budget;
- One copy of agency's annual report;
- Proof of general liability insurance;
- List of agency's Board of Directors;
- Resume of program coordinator (if applicable); and
- One to three letters of support.

You will receive confirmation of the receipt of your proposal within 48 hours. Late and/or incomplete application will not be considered.

Thank you for your submission,  
**The Junior League of Sacramento**  
778 University Ave.,  
Sacramento, CA 95825  
[jlsgrants@jlsac.org](mailto:jlsgrants@jlsac.org)  
916-921-1096

Please submit any questions related to the JLS Enrichment Grants to [jlsgrants@jlsac.org](mailto:jlsgrants@jlsac.org).



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# 2018 ENRICHMENT GRANT APPLICATION

## GENERAL INFORMATION

Email this completed application, by February 28, 2018, with your supporting documents and any notes to:

JLS Enrichment Grant  
jlsgrants@jlsac.org

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Telephone # \_\_\_\_\_

Email \_\_\_\_\_

Project Name \_\_\_\_\_

Grant Amount Requested \_\_\_\_\_

Agency's Fiscal Year Period \_\_\_\_\_

Has this agency received previous JLS funding or assistance (Done-in-a-Day project, presented at a general membership meeting, volunteer hours received, etc.) in the past? Please list the name(s) of the project/program/agency, what was received (funding, resources) and date(s).

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## YOUR PROGRAM/PROJECT DESCRIPTION

*Please provide brief answers to the following questions.*

Briefly describe your agency and its mission. Include the founding date of the program or agency (3-5 sentences).

Describe the program/project in detail to include population served; the planned or proposed activities or curriculum; and an implementation timeline with specific dates; if possible.

How is your grant request connected to the JLS (choose one):

1. Mission

2. Vision

3. Focus Area: Empowering Girls

Indicate the number of people you anticipate will be served by the program annually.

Describe how the impact of funding can/will be measured. Be as specific as possible.

List all anticipated and confirmed funding sources for 2017-2018.

Please outline the program's goals, objectives, and intended outcomes, and provide two (2) quantitative and one (1) qualitative benefits of this project.

Please describe any collaboration or partnership with other organizations, if any, participating in the program/project and their roles (if partnering with another organization, please provide a letter of support from each partner organization).

Are you aware of other community agencies or organizations providing a similar service, or targeting the group this program/project will serve? Please explain.

Are you modeling this program/project after a similar project in another community or city? If yes, provide project name, city, and contact person.

Is this program/project modeled after an existing evidence-based program? If so, please provide the program/project name and contact person.

How will the JLS be acknowledged for its volunteer or funding support for this program/project?

## PARTNERSHIP COMMITMENT

How did you learn about the JLS Enrichment Grant program?

Would your organization be willing to:

- Provide a link to the JLS's website on your agency's website?
- Allow an opportunity for the JLS logo to be included in printed material relating to the project?
- Allow the JLS to be recognized in any publicity related to the project?
- Provide volunteer opportunities for JLS volunteers?

## FINANCIALS

Please detail the total funds requested from the JLS (\$7,500 maximum). In your attached program/project budget, please specify exactly how the funds would be spent and at what point in the program/project timeline.

Are you currently requesting or receiving additional funding from other organizations for this program/project? If yes, please list the names of all other organizations from which you are currently requesting or receiving funding.

If the program/project is ongoing, identify possible sources of future funding or community support.

If this program/project is not able to be supported by JLS funding and volunteers for more than one year, how will this program/project be continued or re-organized to continue addressing the community need?

## EVALUATION

*The program/project should contain criteria to determine whether or not it has been a success (even if objectives were not met).*

How do you plan to monitor and measure program/project outcomes and impact, and program/project success (what is your evaluation plan)?

Please provide the name, title, email address, and phone number of the person who will be responsible for monitoring and measuring program/project outcomes, impact and evaluation.

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Thank you for requesting support from the Junior League of Sacramento. Completion of this application does not guarantee acceptance of your project. Your organization will be contacted once your application has been reviewed.

Please note that this application may be utilized by the Junior League of Sacramento to pursue other opportunities within the League, including League volunteer support in the form of our Done-in-a-Day projects.