

Junior Service League Mini-Grant Application

Instructions

Public and private 501(c)3s, including parent groups, community action agencies and other community-based organizations, city/county/state governments within 30 miles of LaGrange's city limits are eligible to apply.

All applications must be typewritten and use only one side of the paper. Please consecutively number each page of the entire application. Submit one (1) to the Junior Service League of LaGrange at info@jsloflagrange.com.

Mini-grant applications are available on the Junior Service League of Lagrange website or Facebook page or by emailing info@jsloflagrange.com.

Applications are due by September 15 and February 15.

The approval process for mini-grants occurs in October/November and March/April of each League year. Applicants will be notified of awards by December 1 and May 1 respectively.

All mini-grants must meet additional internal guidelines of the League.

Mini-grants **cannot** be used to fund the following:

- Annual fund campaigns or capital campaign drives
- Operating support (i.e. travel, printing costs, office supplies and personnel expense), except for start-up costs
- Projects promoting religion or individuals
- Capital campaign drives
- Multi-year requests
- Projects for individual schools
- Cosmetic or beautification projects
- Donations
- Prize Money

Format

Applicants need to respond to each of the following questions within the page number guideline provided. Applicants failing to address all questions or exceeding the number of pages allowed are subject to dismissal from the review process. Applicants may contact the Community Research Committee for assistance with the application, if needed.

1. Application Cover Sheet

2. Needs Assessment/Service Area/ Target Population (Limit 1/2 page; Use attached form)

- What area will you serve?
- Describe your target population.
- Describe need for project based upon community assessment. Use supporting data.

3. Goals, Objectives, Outcomes (Limit 1/2 page; Use attached form)

- What service will you provide?
- Explain your goals, objectives and desired outcomes.
- Explain how your project will produce on-going benefits for the community. Include any evidence of community collaboration.

4. Budget (Use attached form)

- The maximum request for a mini-grant is \$2,500.

5. Budget Narrative (Limit 1/2 page; Use attached form)

- Describe how the money you are requesting from JSL will be used for each relevant line item in your budget.

Junior Service League Mini-Grant Application

Application Component Checklist

Please check the items included in your application and sign and date the bottom of this page.

- ___ 1. Application Cover Sheet
- ___ 2. Needs Assessment/ Service Area/ Target Population
- ___ 3. Goals, Objectives, Outcomes
- ___ 4. Budget
- ___ 5. Budget Narrative

Name of Applying Entity

Signature of Applicant Contact Person

Date

Junior Service League Mini-Grant Application

Cover Sheet

Legal Name of Proposing Entity:	
Contact Person: (Name and Title)	
Telephone:	
Email Address:	
Type of Grant for This Application:	Mini-Grant
Breif Description of the Proposal:	
Projected Time Frame for Project:	
Amount of Money Requested from JSL:	

The undersigned confirms that the applying group or organization meets the criteria described in this Request for Proposal, has provided accurate information regarding the program described in the application, and will meet all reporting requirements.

Authorized Signature _____

Date _____

Junior Service League Mini-Grant Application
Assessment and Goals, Objectives, and Outcomes

Please outline your needs assessment, service area, and target population.

(For guidance to this question, please see the bottom portion of the instruction page for clarifying questions.)

Please outline your goals, objectives, and outcomes.

(For guidance to this question, please see the bottom portion of the instruction page for clarifying questions.)

Junior Service League Mini-Grant Application

Budget Form

Fiscal or Calendar Year: _____

Budget Category	Amount
A. Personnel	
B. Equipment	
C. Office Supplies	
D. Travel	
E. Miscellaneous	
Total Project Budget	
Total Request from the Junior Service League	

Please indicate the specific budget items for which you are requesting funding from the Junior Service League in the budget narrative, along with details on how the funds will be used. Please also include any description of in-kind services or matching funds.

Junior Service League Mini-Grant Application

Budget Narrative

Describe how the money you are requesting from JSL will be used for each relevant line item in your budget.

Budget Category	Narrative
A. Personnel	
B. Equipment	
C. Office Supplies	
D. Travel	
E. Miscellaneous	
Total Project Budget	
Total Request from the Junior Service League	

Junior Service League Mini-Grant Application

Questions for Reviewers of Mini-Grants

Needs Assessment/Service Area/Target Population

1. Has the proposer defined the service area, target population and projected number of people served?
2. Is there evidence of a needs assessment?
3. Is the need for the project explained?
4. Needs always outstrip available money. Has the proposer made a good case that they are addressing a greater than average unmet need?

Goals, Objectives, Outcomes

1. Are the goals and objectives specific, measurable and attainable?
2. Are the goals and objectives specific to the funding requested?
3. Does the proposer demonstrate partnership or collaboration with other entities?

Budget

1. Does the applicant document the costs of the budget line items?
2. Could this be funded another way?
3. Does the applicant list specific and defined use for fund requested?