

Junior League of Owensboro Community Grant Application

Section One: Organization Data

Applicant Organization (Legal Name): _____

Doing Business As: _____

Previous Name, *if changed*: _____

Street Address: _____

City: _____ State: _____ Zip: _____

County: _____ Email: _____

Website: _____

Phone: _____ Fax: _____

IRS Name [*as listed on 501(c)(3) letter*]: _____

IRS Letter Date: Tax Exempt ID Number (EIN): _____

Executive Director: _____

Phone: _____

Organization's Budgeted Expenses for Current Year: _____

Endowment Size: _____

Organization's Major Funding Sources: _____

Request Data

Program/Project Title: _____

Total Budget for this Program/Project: _____

Name of Proposal Contact Person if other than Executive Director:

Title: _____

Phone: _____ Fax: _____

Email: _____

Community/Counties to be served by this Program/Project: _____

Brief demographic description of population served by this Program/
Project: _____

Potential Number to be served by this Program/Project: _____

[Both signatures required unless otherwise specified by funder]

Signature of Executive Director: _____

Date: _____

Signature of Board President: _____

Date: _____

The narratives for **Sections Two** through **Three** should not exceed three pages. Responses must be typed; preferably single-spaced, single-sided and use a minimum of 12-point type. It will help clarify your narrative if you separate the sections with centered headings.

Section Two – Profile of Organization
(This should be a brief profile, one page or less.)

1. Give a brief summary of organization's history.
2. Share the organization's vision/mission.
3. Give a brief description of current programs/projects and activities.
4. Describe organization's constituency and geographic region of service.

Section Three – Proposed Program/Project Description
(no more than 2 pages)

1. Describe the proposed program/project, including at least:
 - a. Goals or objectives of the proposal and community need
 - b. Activities to accomplish the program/project *(Indicate whether this is a new or an expanded or modified program/project. If expanded or modified, identify how it increases your organization's outreach.)*
 - c. Timetable for implementation
2. What is the life expectancy of the proposed program/project?
3. Explain why your organization is especially qualified and appropriate to address this need or benefit.
4. Describe the impact of this program/project on the community; include at least:
 - a. An estimate of the numbers of persons who could benefit
 - b. Outline of the geographic areas served
 - c. Benefit to the Greater Owensboro area

Section Four – Required Financial Attachments

Submit the **Proposed Program/Project Budget** for your *entire* project

Section Five – Required Non-Financial Attachments

1. Include a copy of your IRS letter of determination 501(c)(3).
2. List key staff members and qualifications, or provide an organizational chart.
3. Include an example of one of the following:
 - Annual reports
 - Organizational brochure
 - Sample newsletter
 - Program

Deadline for applications: March 18th

Please submit by email to: info@jlowensboro.org

Or print and mail to: Junior League of Owensboro
P.O. Box 1703
Owensboro, KY 42302