

# Junior League of Owensboro Community Grant 2019 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: \_\_\_\_\_ Direct

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 **NOTE:** The amount of this request is  
**\$10,000** \_\_\_\_\_

Provide 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 *[NOTE: 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:
  - a. Annual reports
  - b. Organizational brochure
  - c. Sample newsletter
  - d. Program

**Deadline for applications: January 31, 2019**

Please submit online

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

Or email to [info@jlowensboro.org](mailto:info@jlowensboro.org)