



**The Junior League of  
Wyandotte and Johnson Counties, Kansas**

**2009-2010  
Community Grant  
Request for Proposal**

**Grant Funding Period: June 1, 2010 through May 31, 2011**

**Junior League of  
Wyandotte and Johnson Counties in Kansas  
P. O. Box 17-1487  
Kansas City, KS 66117-0487**



**Community Grant Program  
for the funding period of  
June 1, 2010 - May 31, 2011**

<b>Grant Process Schedule</b>	
<b>Grant Announcement Date</b>	<b>September 30, 2009</b>
<b>Proposals Due</b>	<b>October 30, 2009 – 5:00 p.m.</b>
<b>Notice to Proceed</b>	<b>November 2009</b>
<b>Oral Interviews and Site Visits (if necessary)</b>	<b>November- December 2009</b>
<b>Organization Presentation to League Membership</b>	<b>February 17, 2010</b>
<b>Grant Award Announcement</b>	<b>April 15, 2010</b>
<b>Grant Funding Award</b>	<b>May 1, 2010</b>

**Maximum Community Grant award for this grant cycle is \$40,000**

**Questions regarding the grant process and application?**

**Contact JLWJC offices at (913) 371-2303. The Office Manager will connect you to the appropriate person to help with your questions.**

## **Introduction**

The Junior League of Wyandotte and Johnson Counties in Kansas, Inc. (JLWJC) is the local chapter of a national organization of women committed to promoting volunteerism, developing the potential of women and improving communities through effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

## **Minimum Qualifications**

- Organizations must show evidence of 501(c)(3) status
- Organizations must be registered as a nonprofit corporation in good standing in the State of Kansas or Missouri.
- Organizations must have the appropriate current licensing and/or certification
- Primarily serve the children and women of Wyandotte and/or Johnson Counties in Kansas.
- Organizations should have \$1,000,000 insurance policy to cover volunteers.
- The agency agrees to give the Junior League of Wyandotte and Johnson Counties in Kansas appropriate sponsor credit by use of our name and logo on advertising, flyers, brochures, etc. that are created by the Agency to advertise the project.

## **Grant Restrictions**

- Junior League money cannot be used for the following:
  - programs which promote specific religious and/or political activities
  - travel expenses
  - capital campaigns
  - “bricks and mortar”
  - insurance
  - fund-raising
- No assumption should be made that funding from JLWJC will be available in subsequent years.

## **Submission Requirements**

**Proposals must be received by the date and time indicated on Page 1.**

For applications submitted by US Postal Service rather than electronically, postmarks will not be considered in judging the timeliness of the submission. Those received after the due date will not be considered.

For organizations that need to submit hard copies, submit the original (1) and four (4) copies of the Narrative Components and all attachments, excluding the IRS letter of determination and financial audit report. Only one copy of each of those attachments is needed.

Reports may be submitted by email to: [jlwjc@sbcglobal.net](mailto:jlwjc@sbcglobal.net)  
or by US Postal Mail at:  
Project Development Chair  
Junior League of Wyandotte and Johnson Counties  
P.O. Box 17-1487  
Kansas City, KS 66117-0487

### **Required Items**

#### Narrative Components

##### Executive summary

- a. Executive summary should be appropriate for publication

##### Project overview

- a. Need of Case Statement. Discuss the program or project addressed in your program/project activities. Why is your program/project important to your agency? Please include data, information or other evidence that documents this need and be specific about how the problem/need impacts our communities.
- b. Grant Purpose Statement. Provide an explanation of the project/program that the proposed grant will fund, followed by a brief description of the program/project and timeline.
- c. Target population. The specific demographic(s) and related characteristics of the people/children you hope to serve with this project.

##### Projected Successes and Challenges

- a. What is your anticipated Impact on the community?
- b. If this is an ongoing program briefly describe your "lessons learned."
- c. Are you collaborating with another group/agency on this project or program, if so, briefly describe the collaboration.
- d. Please include additional information that may be helpful in understanding the direct correlation between the Mission & Vision of the Junior League and the purpose of the program/project.

##### Summary of Volunteer Activities

#### **The following documents should be uploaded or included in your submission:**

One copy of the agency's 501(c)(3) IRS Letter of Determination

One copy of your agency's Board of Directors and Organizational Chart

One copy of the organization's current fiscal year operating budget and proposed program/project budget

One copy of the most recent 990 and certified financial audit

One copy of Insurance Verification for volunteers

#### **Please note the following:**

Incomplete application packages will not be eligible for review.

Submitted grants will become the property of the Junior League of Wyandotte and Johnson Counties.



## Attachment 1

### Community Grant Application Cover Page

Name of Organization requesting funding: \_\_\_\_\_

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

Volunteer Site Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Grant Writer: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_

Name of program or project: \_\_\_\_\_

Type of program or project: \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_

Start date of program or project: \_\_\_\_\_ Ending date of program or project: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature

**The above signed has verified the information and represents that he/she has the authority to approve this application.**

***For Junior League Use Only:***

*Project Development Chair Signature of Approval:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Board: Approved ( ) Denied ( ) Date:* \_\_\_\_\_

*Membership Vote: Approved ( ) Denied ( ) Date:* \_\_\_\_\_

*Funding Mailed: Date:* \_\_\_\_\_ *Check number:* \_\_\_\_\_ )