



**THE JUNIOR LEAGUE OF WYANDOTTE AND JOHNSON
COUNTIES IN KANSAS, INC.**

**2009-2010
Emergency Community Assistance
Request for Proposal**

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

What is the Junior League of Wyandotte and Johnson Counties?

The Junior League is the local chapter of a national organization of women committed to:

- Promoting volunteerism
- Developing the potential of women and improving the community through effective action and leadership of trained volunteers.

Its purpose is exclusively educational and charitable.

What is the Community Assistance Fund?

The Community Assistance Fund provides critical or one time financial assistance for non-profit agencies and organizations serving the Wyandotte and/or Johnson County communities. The following guidelines determine eligibility for receipt of funding:

1. No single grant will exceed \$1,000 without the approval of the League's Board of Directors.
2. **There are three application deadlines: October 30, January 30 and March 15.** Requests will be reviewed promptly after these dates to ensure a timely determination of eligibility for funding.
3. Requesting agencies may submit any number of applications, but cannot receive funds more than once per fiscal year.
4. Funded projects will submit a short (2 page limit) report back to the League to outline the impact of the funding. This report is due two months after receipt of funds.

Reports should include:

- a.) Description of the immediate impact funds provided to your agency.
- b.) Number of people funds (children, women, families etc...) served if applicable
- c.) Photographs of programs or events funds were utilized for

Reports may be submitted by email to: 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

5. The granting of requests is contingent upon the availability of funds.
6. The Junior League should be acknowledged/listed as a contributor to your organization.
7. The Junior League of Wyandotte and Johnson Counties will make public all funds granted in a year.

8. The following will not be eligible for Community Assistance Funds:
 - Endowment Funds or capitol fund drives
 - Tours or travel expenses
 - Individual requests
 - Religious organization for religious purposes, advertising for benefit purposes
 - Research groups
 - Tickets or tables for benefit purposes
9. Funds will only be provided for projects/needs that meet the mission of Junior League of Wyandotte and Johnson Counties in Kansas.
10. Program will primarily serve the children and women of Wyandotte and/or Johnson Counties in Kansas

Application Procedures:

1. Provide a brief description of your agency and its mission. Provide specific contact information for this grant. Including: Primary contact agent, address, telephone number, email and website. Organizational charts are helpful but not mandatory.
2. Describe the need/program for which the Community Assistance Funds are being requested.
3. Outline your proposed budget for the requested funds. (upload/attach overall project budget, bid proposals, projected expenses and list other sources of funding for program/project)
4. If you have previously received funds from the League, please indicate the date, what the funds were used for and amount of grant. (Please list program/project name and date funds were received.)
5. Attach your 501(c) 3 IRS designation letter.
6. Completed application signed by the Executive Director. (Electronic signatures are accepted.)

Application Submittal:

If you choose not to submit your application electronically, you may instead send a copy to:
Project Development Chair
Junior League of Wyandotte and Johnson Counties
P.O. Box 17-1487
Kansas City, KS 66117-0487

- All components of the application must be included in order for the grant to be considered.
- All requests become the property of the Junior League of Johnson and Wyandotte Counties in Kansas



The Junior League of Wyandotte and Johnson Counties in Kansas

Please complete and return to:

Junior League of Wyandotte and Johnson Counties in Kansas

ATTN: Project Development Chair

P. O. Box 17-1487

Kansas City, KS 66117-0487

Community Assistance Fund Application

There are three application deadlines: October 30, 2009, January 30, 2010, and March 15, 2010.

Funding Application requests should not exceed \$1000.00.

Mission Statement(s):

The Junior League of Wyandotte and Johnson Counties in Kansas is an organization of women dedicated to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Name of Organization requesting funding: _____

Name of Program/Project: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Contact Person: _____

Amount of funding requested: _____

Start date of program or project: _____ Ending date of program or project: _____

Times that you have applied before for this project: _____ If so, last year received funding: _____

Please attach a short summary that includes the following information; please see RFP for detailed requirements:

- Provide a brief description of your agency and its mission.
- Describe the need/program for which the funds are being requested.
- Outline your proposed budget for the requested funds.
- If you have previously received funds from the League, please indicate the date, what the funds were used for and amount of grant.
- Attach your 501(c) 3 IRS designation letter.

Signature: _____ Date: _____

Executive Director

For Junior League Use Only:

Project Development Chair Signature of Approval: _____ *Date:* _____

Funding Mailed: Date: _____ *Check number:* _____