

San Antonio Junior Forum 2011 Grant Application Form

Thank you for your interest in the San Antonio Junior Forum Grant Funding Process. San Antonio Junior Forum is a leading volunteer women's organization that provides the San Antonio region with a variety of civic, educational and philanthropic community services, and in doing so enhances lives of our members and the community.

Funding Priorities / Eligible Projects:

- Applications are accepted from tax-exempt 501(c)(3) San Antonio regional organizations seeking funding of \$2,500 or less for specific projects that will benefit economically, emotionally and/or physically disadvantaged individuals
- San Antonio Junior Forum awards grants to organizations that support the mission of our organization – “to strengthen civic, educational, and philanthropic awareness among women as they strive to serve those in need through service to non-profit charitable organizations, provision of financial assistance to students seeking higher education, and provision of philanthropic grants to non-profit organizations in the San Antonio area”
- Organizations must submit verification in the form of receipts specifying that funds granted were utilized for the purposes for which they were granted within 12 months of the grant being issued

Grant Request Guidelines

Grants *are not* provided to fund:

- Requests exceeding \$2,500.00
- Individuals, churches, schools (public or private), or national organizations that do not have local financially independent chapters
- Organizations with provisional 501(c)(3) status

Grants *should not* be requested for:

- Research
- Salaries or wage compensation
- Administrative expenses
- Training and Consulting
- Travel expenses
- Political campaigns
- Capital campaigns
- Religious campaigns
- Fundraising expenses (purchase of tables, tickets or advertisements)
- General operating expenses
- Endowments
- Debt reduction
- Acquisitions or construction of buildings
- Routine equipment or facility maintenance
- Purchase of vehicles

Grant Application Guidelines

All grant applications **must** be:

- Submitted on the San Antonio Junior Forum Grant Application form http://www.sanantoniojuniorforum.org/community_assistance/grant_application_form.PDF
- Complete, accurate and legible
- Postmarked by **September 1st**
- Inclusive of 1 typed **original application and 2 copies**
- Inclusive of all supporting documentation **for each copy** of the application
- **Mailed** (not couriered; not requiring signature) to the following address:

**San Antonio Junior Forum
15600 San Pedro
Suite 105
San Antonio, Texas
78232
Attention: 4th VP Grants**

Supporting Documentation

The following supporting documentation **must** be attached to each copy of the application:

- Abstract of project proposal (4-5 lines describing need/problem to be addressed, project objectives, methods, items to fund, and expected results)
- IRS letter ruling 501(c) (3) status
- Certificate of General Liability Insurance
- Most recent IRS Form 990 filing including Section A or financial audit for past fiscal year or financial statements for past two fiscal years
- Organization's General Operating Budget
- Organization's Officers and Board of Directors
- Project Budget (itemized by cost - \$2500 or less)
- Project Timeline
- Any additional supporting documentation

Evaluation

All grant applications are reviewed and selected by the San Antonio Junior Forum Grants Committee and approved by the SAJF Board and SAJF general membership. If the proposal is within the guidelines and interests as stated above, the following additional factors are taken into consideration:

- Project's ability to serve an adequate number of individuals
- Project's potential for success both immediately and ultimately
- Project's originality and low level of duplication
- Project's broadness of scope, intent, impact and outreach
- Ratio of cost per person served to dollars requested

We are regrettably unable to support all worthwhile causes. San Antonio Junior Forum gives preference to those organizations that best fit our grant criteria as stated above and which are responsive to critical community needs.

Tax Year and Anticipated Grant Funding

The San Antonio Junior Forum's fiscal year is June 1st- May 31st. The number of organizations funded will depend on the quantity and quality of grant applications received and reviewed. Final grant total is contingent on the San Antonio Junior Forum's fundraising efforts. The selected applicants will be notified by December 15th.

Questions

Grant Application and information about San Antonio Junior Forum is available on our website at: http://www.sanantoniojuniorforum.org/community_assistance/community_assistance.htm

Please forward all questions or requests to:

4th VP Grants
San Antonio Junior Forum
grants@sajf.org

San Antonio Junior Forum 2011 Grant Application

I Information on Organization

1. Legal Name of Organization as listed with IRS 501(c) (3)
2. Name of Organization if different from above
3. Address of Organization
4. Telephone
5. Website
6. Name of Executive Director
 - 6a. Telephone
 - 6b. Email Address
7. Name of Contact Person
 - 7a. Title
 - 7b. Telephone
 - 7c. Email Address
8. What is your Tax ID number?
9. What is the Mission Statement of your organization?
10. For how many years has your organization provided services to the community?
11. What are the demographics of the population that you serve?
12. How many individuals are directly involved with your organization?
 - 12a. Number of Professional staff
 - 12b. Number of Clerical staff
 - 12c. Number of Volunteers
13. Briefly describe the history of your organization
14. List your organization's major accomplishments over the last five years

15. Briefly state the types of programs and/or services offered by your organization
16. What is your organization's total fundraising goal for this year?
17. What are your organization's principal sources of funding? Please include significant local/state/federal government funding, corporate/individual contributions, fundraising events, foundation/agency grants and in-kind donations for the last five years

II Project Proposal

1. What is the name of the project for which you have requested funding?
2. What is the problem/need to be addressed by this project?
3. What is the significance of this problem/need?
4. What are the specific goals/objectives of the proposed project?
5. List project items to be funded and their costs (\$2500 or less)
6. What is the proposed project start and target completion date?
7. What is the size of the population that this project could potentially serve?
8. How many unduplicated individuals do you anticipate this project will serve?
9. Describe the methodology/process to be used to achieve the outcome of this project:
10. What are the expected results of this project?
11. How will the results of this project be evaluated?
12. What is the total amount budgeted for this project?
13. What is the total amount requested for this project from SAJF?
14. Who is responsible for coordinating, implementing or directing the proposed project?
 - 14a. Title
 - 14b. Telephone
 - 14c. Email
15. How many other individuals will be directly involved with this project?

15a. Number of Professional staff

15b. Number of Clerical staff

15c. Number of Volunteers

16. In what city and county will the funds for this project be used?

17. List any other agencies/foundations, both public and private from whom you have, or will solicit funds for this particular project, the amounts solicited, and whether funding is pending, committed or received to date. Please include local/state/federal government, corporate/individual contributions, fundraising events, foundation/agency grants, and in-kind donations:

18. List any other organizations with whom you will work in carrying out this project:

19. Describe strategies for maintaining the project/program after initial funding expires:

20. Has San Antonio Junior Forum contributed to your organization in any way in the past five years? If so, please state the year, project name and amount

III Authorization

If your organization receives a grant from San Antonio Junior Forum, does your organization, in consideration thereof

(1) Warrant and represent that any amount from SAJF will be used solely for the purpose you described herein, and

(2) Agree to submit invoices, which substantiate the purchase of items/services for which grant money was solicited from San Antonio Junior Forum within 12 months of the grant award

(3) Confirm that the organization soliciting funding is tax-exempt under section 501(c) (3) of the Internal Revenue Code

Yes_____ No_____

Authorized Signature

Name and Title

Date