

JUNIOR LEAGUE OF AMARILLO

COMMUNITY ASSISTANCE FUND APPLICATION

The purpose of the Community Assistance Fund is to respond financially to critical needs in the community without project involvement. The Community Assistance Fund will assist non profit agencies in the Amarillo area in meeting specific critical needs which affect life, health, or well being and must be acted on immediately. Community Assistance Funding monies will be available to the community at any time during the fiscal year (July 1 - June 30); however, an agency may receive funds only one time during a fiscal year.

In order to assist the Community Coordinating Committee in evaluating your request, please complete the following application and return to:

Community Vice President
Junior League of Amarillo
1700 S. Polk
Amarillo, Texas 79102-3151

Please refer to the attached guidelines PRIOR to completing your application.

(Please type)

NAME OF ORGANIZATION _____

ADDRESS _____ ZIP _____

EXECUTIVE DIRECTOR _____ PHONE _____

CONTACT PERSON _____ PHONE _____

CHAIRMAN OF BOARD OF DIRECTORS _____

PHONE _____

AMOUNT BEING REQUESTED \$ _____

PURPOSE FOR WHICH MONEY WILL BE USED (Please be specific)

Can this program be included in your agency's budget in the future? _____

What will be your measure of success for the project? _____

How will this assistance provide lasting benefits for the community? _____

PROPOSED TOTAL COST

Total cost of providing goods or services: \$ _____

Amount requested \$ _____

Have you ever requested or received other assistance from the Junior League of Amarillo?

If so, when? _____

Other sources of funding for this request: _____

DATE: _____

Signature Chairman, Board of Directors

Signature Executive Director

PLEASE INCLUDE ONLY THE FOLLOWING SUPPORTIVE MATERIALS WITH YOUR APPLICATION. WITHOUT ALL OF THE FOLLOWING MATERIALS, WE CANNOT CONSIDER YOUR APPLICATION.

- Statement of Purpose
- List of your Board of Directors and its Committees
- Current and prior year's budget (the portion that this project applies to)
- Most recent year-end and most recent financial statement
- Most recent IRS Form 990
- A copy of your 501(c)(3) IRS Authorization Permit

*If further information is needed, we will request it.

AGENCY STAFFING

How many paid employees? _____

Are volunteers used in your organization?

How many? How are they used?

REQUEST FOR ASSISTANCE

Purpose for which money will be used: _____

What groups will be your primary clients? _____

What geographical areas will be primarily involved? _____

How will clients receive the service? _____

How many do you expect to be able to serve? _____

In what time period? _____

Why does this need to be addressed now? _____

****PLEASE SUBMIT 13 COPIES OF THIS FUND APPLICATION**

COMMUNITY ASSISTANCE FUND CRITERIA

The purpose of the Junior League of Amarillo, Inc. is exclusively educational and charitable. The Junior League of Amarillo is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers.

The purpose of the Community Assistance Fund is to respond financially to critical needs in the community without project involvement. The Community Assistance Fund will assist non profit agencies in the Amarillo area in meeting specific critical needs which affect life, health, or well-being and must be acted on immediately.

1. A written application must be submitted.
2. Request must be for a specific purpose.
3. Proof of one of the following must be presented:
 - 501 (c)(3) IRS status
 - application for 501(c)(3) status
 - umbrella 501(c)(3)
 - governmental entities
4. Grants may be made to agencies outside the Junior League of Amarillo's Impact Area.
5. A maximum request of \$1,500 shall be funded by the Board of Directors.
6. Agency must have a non-discriminatory policy.
7. There is no minimum request.
8. Funds must benefit agencies in the Amarillo area.
9. Agency has been in operation for two or more years.
10. Agencies must have a local community based board.
11. Requests must be consistent with the purpose and community interests of the Junior League of Amarillo.
12. Applicants shall sign a contract and adhere to the stipulations.
13. The monies given to an agency shall be spent within ninety (90) days. Any money in excess of \$50.00 not spent on the designated project should be returned to the Junior League of Amarillo Community Assistance Fund by the end of 120 days from the date of contract.
14. Emergency needs shall receive priority attention.

15. Requests shall not be considered for:
- a. Current Junior League of Amarillo project
 - b. An individual applying on his/her own behalf
 - c. Operating or Administration expenses (i.e. salaries, utilities)
 - d. Scholarships, tuition or seminars
 - e. Staff travel expenses
 - f. Research
 - g. Sectarian, religious projects (religious agencies which benefit the general public may be considered)
 - h. Political activities
 - i. Annual fundraising drives and capital fundraising drives
 - j. Endowments
 - k. Reimbursement for money already spent
 - l. An agency receiving Community Assistance funds for three (3) consecutive years

16. Agencies may receive funds only one time during a fiscal year (July 1 - June 30).