



JUNIOR LEAGUE OF KALAMAZOO

The Junior League of Kalamazoo (JLK) makes grants to groups that:

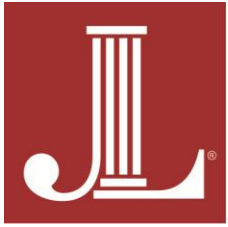
- Focus on the health, education and well-being of women and children in the greater Kalamazoo area.
- 501(c)3 organizations, educational institutions, and other charitable organizations

Grants awarded up to \$2000

Grant Application Checklist

Please use the checklist below to determine whether the application is complete. We must receive all the information listed below to consider your grant proposal. **Proposals will not be considered unless all of these materials are received by 5pm on April 7, 2017. Please email your proposal to community@jlkalamazoo.org with the Subject: Grant Application.**

- Cover Sheet** (see attached page) with contact information and pertinent information.
- Proposal narrative** (no more than 2 pages), answering all the questions listed on accompanying documents.
- Financial information:**
 - Current financial statement or most recent audit
 - Previous fiscal year-end financial statement
 - Budget for period in which funds will be used
- Internal Revenue Service letter:**
 - A copy of your organization's IRS letter granting it tax-exempt status



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Cover Sheet

Name of Organization: _____

Office Address and Zip Code: _____

Website: _____ Office Phone: _____

Person to contact about this proposal: _____ Contact's Email: _____

Role/Title: _____ Contact's Phone: _____ Contact's Alternate Phone: _____

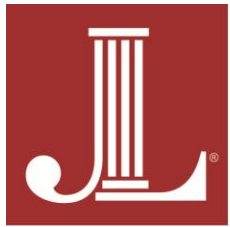
Amount requested:

Project/ Program start date:

How will you use funds granted by JLK?

Please list current board members and their professional affiliations:

Please list organization's primary sources of revenue:



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Proposal Narrative Questions

Proposal narratives should not exceed a maximum of 2 pages and should be sent by email.

1. Please give a brief history of your organization, including its mission, why it started, recent activities, and accomplishments.
2. Provide a description of the program/project, including community need for this project, proposed activities and actions, and goals and objectives.
3. Indicate a specific breakdown of how JLK funds will be used. Please include overall project/program budget and other funding sources for this program/project.
4. What are the expected outcomes of the proposed work? How will these outcomes be evaluated? Include a specific timeline (30/60/90 day goals) and any publicity or outreach plans as well as expected results and accomplishments.
5. Please describe how the program/project addresses the Junior League of Kalamazoo's focus on the education, health, and well-being of women and children.
6. Describe any volunteer opportunities within your organization in which Junior League of Kalamazoo members could be of service.