



JUNIOR LEAGUE OF  
**KALAMAZOO**

The Junior League of Kalamazoo (JLK) makes grants to 501c3 organizations that:

- Focus on the well-being of women and children in the greater Kalamazoo area.

Grants awarded up to \$7,500

The Junior League of Kalamazoo (JLK) does not award grants to cover staff salaries or general management expenses.

### **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. **Applications will only be considered if received by 5pm on Friday, December 6, 2019. Please email your application to [community@jlkalamazoo.org](mailto:community@jlkalamazoo.org) with the subject: (Your Organization's Name) Grant Application 2019.** All applicants will be notified of the grant decisions by the end of February 2020 and successful applicants will be asked to attend our General Membership Meeting on March 10, 2020 to be awarded with their grant.

- 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.
- Diversity Statement**
- 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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**Grant Application Cover Sheet**

Name of Organization: \_\_\_\_\_

Office Address (include Zip): \_\_\_\_\_

Website: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Person to contact about this proposal: \_\_\_\_\_ Role/Title: \_\_\_\_\_

Contact's Email: \_\_\_\_\_ Contact's Phone: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Project/ Program start date: \_\_\_\_\_

How will you use funds granted by JLK?

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Please list current board members and their professional affiliations:

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Please list organization's primary sources of revenue:

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**Proposal Narrative Questions**

*Proposal narratives should not exceed the maximum of 2 pages and should be sent by email with cover page to [community@jlkalamazoo.org](mailto:community@jlkalamazoo.org).*

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), publicity or outreach plans, and the expected results and accomplishments.
5. Please describe how the program/project addresses the Junior League of Kalamazoo's focus on the 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.