

## **San Antonio Junior Forum 2008 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 create a greater interest among women in civic, educational and philanthropic fields achieved by growth through service in programs which support and enrich the community”
- Organizations must submit verification in the form of receipts and/or letter specifying that funds granted were utilized for the purposes for which they were granted

### **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
- Travel expenses
- Political campaigns
- Capital campaigns
- Religious campaigns
- Fundraising expenses including the 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](http://www.sanantoniojuniorforum.org/community_assistance/grant_application_form.PDF)
- Complete, accurate and legible
- Postmarked by **September 1st**
- Inclusive of the **original application and 2 copies**
- Inclusive of all supporting documentation **for each copy** of the application
- **Mailed** to the following address:

**San Antonio Junior Forum**  
**15600 San Pedro**  
**Suite 105**  
**San Antonio, Texas**  
**78232**  
**Attention: 4<sup>th</sup> VP Grants/Scholarships**

## Supporting Documentation

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

- 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 Budget
- Project Budget
- Project Timeline
- Names and addresses of current Board members

## Evaluation

All grant applications are reviewed and selected by the San Antonio Junior Forum Grants/Scholarships 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 regretfully 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 14<sup>th</sup>.

## **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](http://www.sanantoniojuniorforum.org/community_assistance/community_assistance.htm)

Please forward all questions or requests to:

**4<sup>th</sup> VP Grants/Scholarships**  
**San Antonio Junior Forum**  
**210-545-2187**  
**grants@sajf.org**

**San Antonio Junior Forum  
2008 Grant Application Form**

**Information on Organization**

Name of Organization:

\_\_\_\_\_

Legal Name of Organization as listed with IRS 501(c)(3) if different from above:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

Organization's Board President: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization's Executive Director: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Mission Statement of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many years has your organization been in business? \_\_\_\_\_

What are the demographics of the population that you serve? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the number of individuals who are directly involved with your organization:

No. of Professional Staff: \_\_\_\_\_ No. of clerical staff \_\_\_\_\_ No. of Volunteers \_\_\_\_\_

Briefly describe the history of your organization:

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List your organization's major accomplishments over the last five years:

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Briefly state other types of programs and/or services offered by your organization:

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What is your organization's total fundraising goal for this year? \_\_\_\_\_

List other principal sources of funding (local/state/federal government, corporate/individual contributions, fundraising events, foundation/agency grants, in-kind donations) from which your organization has received its principal sources of funding over the last five years:

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### **Project Proposal**

What is the name of the project for which you have requested funding? \_\_\_\_\_

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Very clearly describe the goals of the proposed project:

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What is the importance of this project to the community?

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What is the project start and target completion date? \_\_\_\_\_

What are the expected results of this project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total amount budgeted for this project? \$ \_\_\_\_\_

Total amount requested for this project from SAJF: \$ \_\_\_\_\_

Who is responsible for coordinating, implementing or directing the proposed project?

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

List the number of other individuals who will be directly involved with this project:

No. of Professional Staff: \_\_\_\_\_ No. of clerical staff \_\_\_\_\_ No. of Volunteers \_\_\_\_\_

Does this project duplicate any others in San Antonio? \_\_\_\_\_

In what city and county will the funds for this project be used? \_\_\_\_\_

Is this a new or an on-going project? \_\_\_\_\_

What is the size of the population that this project could potentially serve? \_\_\_\_\_

Approximately how many unduplicated individuals do you anticipate this project will serve?

\_\_\_\_\_

List any other agencies/foundations, both public and private from which you have or will solicit funds for this particular project?

\_\_\_\_\_

\_\_\_\_\_

List other principal sources of funding (local/state/federal government, corporate/individual contributions, fundraising events, foundation/agency grants, in-kind donations) that you have received to date for this particular project (amounts pending and committed): \_\_\_\_\_

\_\_\_\_\_

List any other organizations with whom you will work in carrying out this project: \_\_\_\_\_

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Describe how your project will be financed after your initial funding expires? \_\_\_\_\_

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How will the results of this project be evaluated: \_\_\_\_\_?

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

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**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 an independent audit showing how your organization used any such grant from San Antonio Junior Forum within 24 months of the grant award?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Authorized Signature

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Name and Title Date