

JUNIOR LEAGUE OF WILLIAMSPORT, INC COMMUNITY OPPORTUNITY FUND REQUEST GUIDELINE

About the Junior League of Williamsport:

Mission: The Junior League of Williamsport (JLW), established in 1929, 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. Its purpose is exclusively educational and charitable.

Funding Priorities: Community Opportunity Grant monies may be dispersed to those individuals or organizations whose requests meet the JLW Vision: "The JLW is a regional resource and advocate committed to *improving the quality of life for children and their families.*"

General Criteria for Reviewing Requests:

- Address priority community needs and/or opportunities that will enhance the quality of life for children and their families
- Show evidence of qualified leadership to complete project and to administer the funds
- Provide detail for need
- All requests must be received in writing and complete JLW request format
- Must be a non-profit organization with no political affiliations
- Must provide a follow-up financial accounting within 90 days of receiving monies
- If entire dollars are not utilized, it be returned to JL
- Must not be already receiving financial or manpower help from JLW of Williamsport
- Be available to meet with the committee in the evaluation process.

Grant Size:

- No organization may receive more than a total of \$500.00 within any fiscal year and no more than two consecutive years.

Timeline / Deadlines:

Community Opportunity funds will be considered three times a year:

- October 1
- January 1
- March 1

Applications **MUST** be mailed to the Junior League Office by the appropriate deadline to be considered.

- *Funding decisions will usually be announced within 1 month following each deadline with a written response, unless additional information is required.*

**Junior League of Williamsport
Community Opportunity Fund Request Form**

Date: _____

Requesting Organization: _____

Organization's Contact Person: _____ Title: _____

Address: _____

Phone # _____ Fax # _____

Email # _____

Amount Requesting: _____ Total Project Budget: _____

Date Funds are Needed: _____

Mission of Organization: _____

Please answer the following questions comprehensively, but as briefly as possible:

- HOW WILL THE FUNDS BE USED? *Be specific and itemize*

- HOW WILL THESE FUNDS HELP YOUR ORGANIZATION TO PROVIDE A MEASURABLE IMPACT ON THE COMMUNITY?

- HOW WILL THE MONIES REQUESTED BE USED TO SUPPORT THE FOCUS AREA OR POSITION STATEMENTS OF THE JLW?

- WHAT IS YOUR ORGANIZATION'S MAIN SOURCE OF FUNDING?

- LIST ALL FUNDING AND MANPOWER PREVIOUSLY RECEIVED FROM JLW.
(include date, brief description of purpose, and amount)

DATE	AMOUNT	PURPOSE

- COPY OF MOST RECENT IRS LETTER REGARDING YOUR ORGANIZATION'S TAX-EXEMPT STATUS.
- PLEASE INCLUDE ANY OTHER MATERIAL THAT YOU FEEL WILL AID IN OUR EVALUATION OF YOUR REQUEST.

- IS THERE AN OPPORTUNITY OF P/R FOR THIS PROJECT? We would like the opportunity to be notified and attempt to have a representative attend. YES NO

If yes, potentially what: _____

- If there will be any acknowledgement of this Opportunity Grant, proper listing should be:
"Junior League of Williamsport Community Opportunity Grant"

If you have any questions, please contact the Chair of the Community Research Committee:

Chair: _____ Phone: _____

Address: _____

Email: _____ Fax: _____

**Junior League of Williamsport
Community Opportunity Grants
Attn: Chair, Community Research Committee
353 Pine Street, Suite 3A
Williamsport, PA 17701
Phone 326-6097**