



Community Grant Guidelines 2016-2017

The Junior League of San Antonio, Inc. (JLSA) awards grants to organizations, projects or initiatives (herein referred to as agencies) that have partnered with JLSA on a community placement or Done-in-a-Day project either currently or in the past.

Priority is given to grant applications that support JLSA Community Positions:

- \$ Abuse
- \$ Aging
- \$ Arts
- \$ Children
- \$ Education
- \$ Environment
- \$ Family Preservation
- \$ Volunteerism
- \$ Women

Agencies must adhere to the following guidelines and requirements in order for applications to be considered:

- \$ Proposals must be submitted through the JLSA website
- \$ Proposals must include a copy of the agency's overall budget, itemized project proposal budget, most recent agency audit, IRS Letter Ruling 501(c)(3) status, and certificate of general liability insurance
- \$ **Maximum grant award is \$2,500**
- \$ Agencies may apply for multiple grants
- \$ Incomplete applications will not be considered
- \$ Grant applications will be reviewed three times during the year: summer, fall, and spring. Any application that is submitted and not immediately approved will be considered for the duration of the JLSA year. There is no need to reapply for the same request within the JLSA year (June 1-May 31).

JLSA is unable to fund the following:

- \$ General operating expenses, including printing, office supplies, and postage
- \$ Endowments
- \$ Debt reduction
- \$ Fundraising expenses
- \$ Travel expenses
- \$ Salaries
- \$ Political expenses



- \$ Religious projects
- \$ Capital campaigns
- \$ Acquisitions or the construction of buildings
- \$ Routine equipment maintenance
- \$ Routine facility maintenance
- \$ Purchase of vehicles
- \$ Expendable items

Proposals will be evaluated based on the following criteria:

- \$ Applicability to JLSA's Community Positions
- \$ Ability to demonstrate measurable improvement
- \$ Innovation
- \$ Impact on the community
- \$ Ratio of cost per person served to dollars requested

Acceptance of a JLSA Grant will require the following obligations:

- \$ Agree to submit reports and pictures regarding the use of these funds to communitygrants@jlsa.org
- \$ Agree to include the JLSA logo on program-related materials, agency's website, and any agency newsletters/publications describing the project (email communitygrants@jlsa.org to request the logo)
- \$ Agree to utilize these funds by May 31, 2017
- \$ Agree to have at least one representative attend a JLSA Meeting to be presented with the grant check. Meeting details will be included with notification of grant award.