



## **Community Grant Guidelines 2017-2018**

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](mailto: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](mailto:communitygrants@jlsa.org) to request the logo)  
Agree to utilize these funds by May 31, 2019.  
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.