

WRJSL Western Reserve Junior Service League

Funding Application

Guidelines for Submission

- Only 501(c)3, non-profit organizations may apply. Submit a copy of your 501(c)3 approved letter from the IRS with your funding application
- Submit **22 copies** of the funding application and all supporting documentation
- Obtain and submit at least two or more written bids for any equipment and/or materials requested and the time frame these prices will be in effect. Effort should be made to obtain the best prices; this includes any discounts or special prices for no non-profit organizations. Specialized equipment where only one source is available is excluded from obtaining more than one bid; however, it must still be submitted with the application.
- The application is to be completed by the Executive Director of the organization.
- WRJSL will **not** accept funding requests for salaries or fundraisers
- If funds are awarded, they must be used within **six (6)** months from the date of receipt. If not, funds must be returned to WRJSL. A follow-up report, including receipts, is due within this time frame as well.
- Fall funding requests must be postmarked from August 1st to September 1st and Spring funding requests, postmarked from December 1st to January 1st.
- A member of WRJSL will contact the organization by the end of each funding deadline month to schedule an interview.
- The organization will be notified if funds will/not be awarded within four months of submission.
- This application is not for Emergency funding.
- For an electronic version of this application, please email ali_adinaro@yahoo.com

Mail To: Western Reserve Junior Service League
Attn: Community Research
PO Box 456
Painesville, OH 44077

Name of Organization: _____

Contact: _____ Email: _____

Address: _____

Phone: _____ Fax: _____

Project Name: _____ Funding Request \$ _____

1. Describe the purpose and structure of your organization (ie Board of Trustees, etc)
2. Describe the specific project for which you are requesting funding and specifically how the money will be used.
3. Is this a new venture or an expansion of an existing project?
4. If money is awarded, what is the projects' timeline for implementation?
5. Briefly describe both the immediate and long-term results anticipated from this project?
6. Name other organizations, if any, you will work with on this project.
7. What other funding sources do you have, or plan to approach for this project?
8. How will this project be funded in the future?

9. If WRJSL provided only a portion of your request, what would happen to this project?

10. If money is awarded, how will you promote that WRJSL was the sponsor? (is press release, newsletter, etc)

11. Would there be an opportunity for WRJSL members to volunteer or be on the supervising body of your organizations?

Submitted by: _____ Date: _____

Title: _____