

# Western Reserve Junior Service League

## Funding Application

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### GUIDELINES FOR SUBMISSION:

#### Checklist

- Only 501 (c) (3) Non-Profit Organizations may apply. You must submit a copy of your 501 (c) (3) approved letter from IRS with your Funding Application.
- You must submit **22 copies** of this Application and all supporting documentation when applying.
- WRJSL requires organizations to obtain and submit with Application, at least 2 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 price possible; this includes any discounts or special prices for Non-Profit organizations. Specialized equipment where only one source is available is excluded from obtaining more than one bid; however, that one written bid must be submitted with the application.
- You must use all funds awarded to you within **SIX** months of the date of receipt. If not, funds must be returned to WRJSL.
- You are required to provide a Follow-Up Report when the project is complete.
- This application should be completed by the Executive Director of your organization.
- **Please note that we will not accept any funding request for salaries.**
- **Fall Funding requests must be postmarked by September 1 and Spring Funding requests must be postmarked by January 15.**
- **This application is not for Emergency Funding Requests.**

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**MAIL TO:**           **Western Reserve Junior Service League**  
                          **Attn: Community**  
                          **P.O. Box 456**  
                          **Painesville, OH 44077**

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Name of Organization \_\_\_\_\_

Project Name \_\_\_\_\_ Contact \_\_\_\_\_

Funding Request \$ \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING QUESTIONS:**

1. Describe the purpose and structure of your organization (i.e.: 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 the Project?
10. If money is awarded, how will you promote that WRJSL was the sponsor? (ie; press release, newsletter, etc.)
11. Would there be an opportunity for WRJSL members to volunteer or be on the supervising body of your organization? Explain.

SUBMITTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

*(Be prepared to provide a One-page budget summary during your Interview with the WRJSL representative)*