



Dear Gala Proceeds Applicant:

Thank you for your interest in the 2017 Junior Civic League (JCL) Grant Program. Funding for JCL's grant program comes from our annual Junior Civic League Gala event. This year's Gala will be held on Saturday, November 4, 2017. This event includes a live and silent auction of items generously donated by members and business partners in our community. We encourage you to join us for an exciting night out while raising money for our community!

In preparing your application for our grant program, please include the following:

- a completed grant application (included in this packet)
- Financial Data form (included in this packet)
- A copy of your IRS letter stating that your organization is a tax exempt charity
- A letter from your organization's Board (or in the case of no Board, a supervisor) authorizing the request and agreeing to carry out the project if funded
- Any letters of recommendation for your project or other relevant supporting material such as reports, brochures, or news articles (Optional, but helpful)

Please complete your application in FULL. Applications which are incomplete or do not have the additional items listed above WILL NOT be considered.

Applications must be postmarked **NO LATER than September 1, 2017** to

Junior Civic League
Attn: Proceeds Committee Chair
P.O. Box 753
Chillicothe, OH 45601

There will be no exceptions or considerations after this deadline. Once your application is received, we will contact you through mail to verify that your application was received. Should you fail to receive this notice, please feel free to call for verification, as we have had cases in the past where applications were lost in the mail.

If you have any further questions or if you should need assistance completing your application, please contact me.

Sincerely,

Amy Brown
740-637-0837

Jennifer Francis
740-542-2340

Junior Civic League of Chillicothe
PO Box 753
Chillicothe, Ohio 45601

Grant Application for 2017 Gala
Funds for this project must be used within the next calendar year.

Organization Name: _____

Address: _____

Phone _____ Title 5 Tax Exempt # _____

Executive Director _____ Project Director _____

Current Officers

Name	Position Held	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grant Amount Requested \$ _____

Please write a concise description of your organization, with an overview of current programs and activities:

When was your organization established?

Detailed description of the project for which funds are requested, including strategies, objectives, and timetable. Where and how will this project be carried out? What distinguishes this project from others in the same general field?

How many people (estimate) will benefit from this project?

Name, phone number, and qualification of the person(s) responsible for carrying out the program for which JCL funds are requested.

Please provide a detailed project budget including income sources and expected expenditures.

Provide a list of other requests for funding, including those pending or approved.

Describe your plan for continuing the project once JCL grant funding ends.

I certify that the above information is true to the best of my knowledge.

Name _____ Date _____

Title _____

Organizational Financial Data Form

Please list below financial information for the preceding 12 months ending June 30, 2017. Computer generated financial information is welcome. Please attach to this form.

ASSETS (Bank accounts, stocks/bonds, insurance, real estate, etc.)

Total Assets: _____

LIABILITIES

Total Liabilities: _____

INCOME (received during said period)

Total Income: _____

EXPENSES (incurred during said period)

Total Expenses: _____

List below any grants you have received in the past two years **including** those received from Junior Civic League. Use additional sheets if necessary.

Grant received from	Amount	Date Received

This is to certify that the above information is accurate and true to the best of my knowledge and that this represents all of the assets and liabilities held by said organization as of the date of this financial report.

Treasurer or Officer

Date

*Organizations with annual operating budgets of more that \$75,000.00 may be requested to submit an audited financial statement, including balance sheet and statement of support, revenue and expenses.

The following is to be completed by Junior Civic League

DISPOSITION OF REQUEST

Reviewed on this _____ day of _____, 2017

Recommendation: _____ Approved _____ Not Approved _____

Amount Granted: \$ _____

Date Distributed: _____

Grant #: _____

Committee Chairperson: _____

For years, the Junior Civic League has used the Christmas Tree Gala as a fundraiser to help support some of Ross County's best and most worthy charities. We're very excited to say that we'll continue that long and proud tradition in 2017.

Last year, we added something new that directly benefited our charities and was very successful. Each organization that successfully completes an application for gala funds will be given the opportunity to create a package for our silent auction. The proceeds from this package will go directly to the organization that creates the package. They will not be offered in our live auction but will be placed in our silent auction along with a few select packages created by the Junior Civic League.

We're doing this to help our charities raise money. It's difficult to select a few organizations out of the group when they are all deserving, this will allow us to support more organizations directly. We also know how hard it is to organize and hold your own event. This will give patrons a chance to support multiple organizations at the same time as well as allowing more exposure for each individual organization. These packages can be simple or complex, but the best and most buzzworthy packages usually drive the bidding up.

We ask when compromising your package or basket to ask for donations on behalf of your organization not on behalf of the Junior Civic League, and use your own non-profit number for their tax purposes.

Questions can be directed to Amy Brown brown3626@roadrunner.com or Jennifer Francis jenniferfrancis79@gmail.com

Packages for the auction must be received by a Junior Civic League member by Oct. 21, 2017 to be included in the auction.

Will you be participating in our silent auction? _____

If so contact information for person in charge of package? _____

Does your package have a name or theme? _____