



Dear JCL Proceeds Applicant:

Thank you for your interest in the 2020 Junior Civic League (JCL) Grant Program. Funding for JCL's grant program typically comes from our annual Junior Civic League Gala event however, this year we have had to make a few changes. This year in lieu of our Annual Gala we will be hosting a Downtown Christmas Tree Hop. This downtown affair includes several themed holiday trees places throughout downtown businesses. These trees will be a part of a silent auction that will take place several weeks in November. We encourage you to stroll through our downtown establishments that have graciously agreed to be a part of this exciting event.

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 25th, 2020 to Junior Civic League 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 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 need assistance in completing your application, please feel free to contact me.

Sincerely,

2020 Junior Civic League Board Members

chillicothejcl@gmail.com

Junior Civic League of Chillicothe

P.O. Box 753 Chillicothe, Ohio 45601

Grant Application for the 2020 Downtown Christmas Tree Hop .

**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 including an overview of current programs and activities:

When was your organization established? \_\_\_\_\_

Provide a detailed description of the project for which the funds are requested. Include strategies, objectives and a timetable of where and how this project will be carried out.

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

What distinguishes this project from others in the same general field?

Please provide names, phone numbers and qualifications of the person(s) responsible for carrying out the program for which JCL funds are requested.

---

---

---

---

List a detailed project budget including income sources and excepted expenditures.

Please provide a list of other requests for funding; both pending and 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 Date Form

Please list below financial information for the preceding 12 months ending June 30, 2020

. 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 the Junior Civic League of Chillicothe.

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 form represents all of the assets and liabilities held by said organization as of the date this financial report. \_\_\_\_\_

Treasurer or Officer

Date

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

\*\*\*\*\*

The following is to be completed by Junior Civic League

DISPOSITION OF REQUEST

Application reviewed on this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Amount Granted: \$ \_\_\_\_\_

Date Distributed: \_\_\_\_\_

Grant #: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_