



JUNIOR LEAGUE OF DALLAS™

Application for Community Assistance Fund

The Junior League of Dallas operates a Community Assistance Fund (CAF), the purpose of which is to provide emergency funding for critical, unplanned, short-term needs of nonprofit agencies addressing critical human needs in Dallas County. Through this fund, agencies are able to receive immediate funding of up to \$5,000 to ensure that service to their clients continues without interruption.

FUNDING CRITERIA

Please read carefully. If you have questions regarding eligibility or support materials, please contact the Junior League of Dallas to discuss your request with a committee member.

The Community Outreach Committee of the Junior League of Dallas will consider each of the following criteria in reviewing this application. Fund recipients must meet ALL criteria.

- The Agency addresses critical human needs.
- The Agency faces the possibility of a disruption of a program or service.
- The Agency has prospects for continued funding.
- The Agency has an unforeseen need not covered by its budget or present financial resources.
- The funds will make a significant impact on the Agency's clients.

INSTRUCTIONS

Please type.

INCLUDE THE FOLLOWING SUPPORT MATERIALS:

To help us understand more about your agency's activities, we ask that you submit the following:

- List of your current Board of Directors and its committees
- Current Annual Report, if available

To help us understand more about your agency's finances, we ask that you submit the following:

- Audited financial statements for the immediate prior year

If you don't have an audit completed in the immediate prior year, you may submit all of the following three items:

- The most recent audited financial statements*, and
- Immediate prior year unaudited financial statements*, and
- The most recent tax return (Form 990) and W-9 *(includes statement of assets and liability)

To help us understand your agency's operations, we ask that you submit the following:

- Current year budget and actual financial results for the year-to-date (preferably compared to budget), including revenues and expenses
- Prior year budget and actual revenues and expenses
- Current financial position, including assets and liabilities, for the current year-to-date (preferably compared to budget)
- Letter certifying 501(c)(3) tax-exempt status

If applicable, please submit three (3) bids to support the amount requested including proposals/quotes, invoices, payment records, etc.

Please email your application and attachments to OutReach@jld.net.

Please do not submit hard copies of your application to the Junior League. Applications, including supporting materials, should only be submitted via the above e-mail address.

Please Note: Failure to include all of the support materials listed above will result in a delay in reviewing your application. If you cannot provide one or more of the support materials listed above, please include an explanation in writing with your application. Do not send support materials other than those listed above, unless requested to do so by a member of the Community Outreach Committee.



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COMMUNITY ASSISTANCE FUND APPLICATION

Agency Information:

Name of Agency:		
Address:		
City:	State:	Zip:
Executive Director:	Phone:	
Primary Contact:	Phone:	
Social media tags:	Email:	

Amount Being Requested (\$5,000 maximum):

Purpose for which the money will be used:

Statement of purpose of your agency:

How did you learn about the Community Assistance Fund:

Have you requested funds from the Junior League in the past? If so, when, and for what need:

Have you requested Community Assistance Funding in the past? If so, when, and was it awarded?

Please answer the following questions with the Funding Criteria in mind.

The Agency addresses critical human needs.

Information regarding who the agency serves:

How many clients does the agency have/serve:

Describe the clientele that will be served by this grant:

How many clients the agency expects to serve with these funds:

The Agency faces the possibility of disruption of a program or services

Why does this need have to be addressed now:

What will be the consequences if funds for this need are not obtained from the Junior League of Dallas or some other source:

The Agency has prospects for continued funding.

Briefly describe the agency's current funding sources:

The Agency has an unforeseen need not covered by its budget or present financial resources.

Briefly explain why you need this emergency funding:

Does the agency have reserves for emergencies; if so, can they be used to address this need? If not, why:

What is the total cost of the need or project for which funds are requested? If the total cost exceeds \$5,000, where will the remaining funds come from:

If necessary, can this expense be included in your agency's budget in the future:

The funds will make a significant impact on the Agency's clients.

Briefly describe how the Junior League funding will benefit your agency and clients:

This application must be signed by both the Chairman of the Board and the person authorized by the Board to sign contractual agreements.

BoD Signature

Chairman of the Board

Date

Agency Signature

Position

Date