

*The Junior Service League of Shawnee*

*PO Box 3036, Shawnee, OK 74802-3036*

**Request for Spring Community Grant**

**Application Deadline April 15, 2024**

When submitting a grant application, please address each of the below numbered items. Once complete, mail your application packet to the above address or email the application packet to [cristen.mcmains@gmail.com](mailto:cristen.mcmains@gmail.com). For questions, contact Cristen Garbutt at 405-708-0610 or [cristen.mcmains@gmail.com](mailto:cristen.mcmains@gmail.com). If submitting a grant application by email, a confirmation of receipt of grant will be emailed to you once the grant is received. If you do not receive a confirmation email, please call or email Ms. Knight at the above contact information. **Please be aware that your Community Organization must be a 501(c)(3).** If you are unsure of the status of your organization, note the following from IRS instructions for Form 1023. You may be considered tax exempt under section 501(c)(3) if you receive \$5,000 or less per year OR you operate under the umbrella of a 501(c)(3) church, integrated auxiliary of church, or association of church.

1. Describe the project summary/community need to be addressed. (Please be specific)
2. Describe the goals and objectives of project/need.
3. Describe the target population/area served.
4. What are the success criteria and measurable outcomes for this project?
5. What are the sources of the organization's general operating support?
6. What is the total cost of the project/need?
7. What amount are you requesting and when are the funds needed?
8. Are other organizations receiving requests of funds for the same project/need?
9. Describe the background of the organization including the mission statement.
10. Has your organization requested funds from JSL before? If so, when were those funds requested?
11. Include the name, mailing address, and Employer Identification Number of the Non-Profit Community Organization requesting funds. (Check will be made payable to the Non-Profit Community Organization)
12. Please provide documentation of your status as a 501(c)(3). If you are operating under the umbrella of a 501(c)(3), please provide documentation substantiating that relationship. (A copy will remain on file for future applications.)

*I declare that I have examined this information, including accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts in relation to the request for the information, and such facts are true, correct, and complete.*

Printed Name of Individual Making Request: \_\_\_\_\_

Signature and Title of Office Held: \_\_\_\_\_

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