

Dear Gala Proceeds Applicant:

Thank you for your interest in the 2010 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 6<sup>th</sup>, 2010. This black tie affair includes a live and silent auction of items generously donated by JCL members, community 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, 2010** to

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

Or email **NO LATER than September 1, 2010** to the proceeds committee chairpersons:

[jenmikus@roadrunner.com](mailto:jenmikus@roadrunner.com)  
[lizzielane@yahoo.com](mailto:lizzielane@yahoo.com)

with the 2010 Gala Proceeds Application in the subject line

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 us.

Sincerely,  
Shannan Tucker and Jennifer Mikus  
2008 Gala Proceeds Chairpersons  
740-253-5801 and 740-649-5370

Junior Civic League of Chillicothe  
Attn: Proceeds Committee  
PO Box 753  
Chillicothe, Ohio 45601

**Grant Application for 2010 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, 2010. 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.

<b>Grant received from</b>	<b>Amount</b>	<b>Date Received</b>
_____		
_____		
_____		

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.

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The following is to be completed by Junior Civic League

**DISPOSITION OF REQUEST**

Reviewed on this \_\_\_\_\_ day of \_\_\_\_\_, 2010

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

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

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

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

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