

Dear Gala Proceeds Applicant:

Thank you for your interest in the 2025 Junior Civic League (JCL) Grant Program. Funding for JCL's grant program comes from our annual Junior Civic League Gala event. This year is our 36th Annual Gala and it will be held on Saturday, November 8, 2025. This black tie affair 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, 2025** 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,

Jade Hoffner, 740-649-3797
2025 Gala Proceeds Chairperson

Junior Civic League of Chillicothe
P.O. Box 753
Chillicothe, Ohio 45601

Grant Application for the 2025 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 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 expected 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, 2024.
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 _____, 2025. 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 2025.

Each organization that successfully completes an application for gala funds will be given the opportunity to decorate a tree in our silent auction. The tree will then be auctioned, if you so choose. 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.

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.

We ask when assemble your tree, to place on behalf of your organization, not on behalf of the Junior Civic League, and use your own non-profit number for tax purposes.

Questions can be directed to Jade Hoffner at 740-649-3797 or jclgalaproceeds@gmail.com.

Junior Civic League will be in correspondence with details of tree decoration. You will be assigned a tree theme.

Will you be participating in our silent auction (decorating tree)? _____

If so, contact information for person in charge? _____