Dear Gala Proceeds Applicant:

Thank you for your interest in the 2023 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 34th Annual Gala and it will be held on Saturday, November 4, 2023. 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, 2023** 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,

Olivia Dresbach
2023 Gala Proceeds Chairperson

740-703-0753

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

Grant Application for the 2023 Gala
Funds for this project must be used within the next calendar year.

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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, 2023. 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.

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The following is to be completed by Junior Civic League

DISPOSITION OF REQUEST

Application reviewed on this _____ day of _____, 2023. 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 2023.

Each organization that successfully completes an application for gala funds will be given the opportunity to create a package for our silent auction. The proceeds from this package will go _directly_ to the organization that creates the package. 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.

We're doing this to help our charities raise money. 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. These packages can be simple or complex, but the best and most buzzworthy packages usually drive the bidding up.

We ask when compromising your package or basket to ask for donations on behalf of your organization not on behalf of the Junior Civic League, and use your own non-profit number for their tax purposes.

Questions can be directed to Olivia Dresbach at 740-703-0753.

Packages for the auction must be received by a Junior Civic League member by Oct. 15, 2023 to be included in the auction.

Will you be participating in our silent auction?_____

If so contact information for person in charge of package?_____

Does your package have a name or theme?_____