



JUNIOR LEAGUE OF
KALAMAZOO

The Junior League of Kalamazoo (JLK) makes grants to 501c3 organizations that:

Focus on the well-being of women and children in the greater Kalamazoo area

Available grant funds: \$10,000

The Junior League of Kalamazoo (JLK) does not award grants to cover staff salaries or general management expenses.

Grant Application Checklist

Please use the checklist below to determine whether the application is complete. We must receive all the information listed below to consider your grant proposal. **Applications will only be considered if received by 5pm on Friday, February 16th, 2024. Please email your application to community@jlkalamazoo.org with the subject: (Your Organization's Name) Grant Application 2024.** All applicants will be notified of the grant decisions by the end of April and successful applicants will be asked to attend our General Membership Meeting on June 11, 2024, to be awarded with their grant.

- ☐ **Cover Sheet** (see attached page) with contact information and pertinent information.
- ☐ **Proposal narrative** (no more than 2 pages) answering all the questions listed on accompanying documents.
- ☐ **Diversity Statement**
- ☐ **Financial information:**
 - Current financial statement or most recent audit
 - Previous fiscal year-end financial statement
 - Budget for period in which funds will be used
- ☐ **Internal Revenue Service letter:**

A copy of your organization's IRS letter granting it tax-exempt status



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Grant Application Cover Sheet

Name of Organization: _____

Office Address (include Zip): _____

Website: _____ Office Phone: _____

Person to contact about this proposal: _____ Role/Title: _____

Contact's Email: _____ Contact's Phone: _____

Amount requested: _____ Project/ Program start date: _____

Is this a new or an ongoing project/program? _____

How will you use funds granted by JLK?

Please list current board members and their professional affiliations:

Please list the organization's primary sources of revenue:

Junior League of Kalamazoo • 5047 West Main Street #260 • Kalamazoo, MI 49009 • 269-815-0034 • www.jlkalamazoo.org

The Junior League of Kalamazoo is an organization of women committed to promoting voluntarism, developing the potential of women and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

The Junior League welcomes all women who value our Mission. We are committed to inclusive environments of diverse individuals, organizations and communities.



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Proposal Narrative Questions

Proposal narratives should not exceed the maximum of 2 pages and should be sent by email with cover page to community@jlkalamazoo.org.

1. Please give a brief history of your organization, including its mission, why it started, recent activities, and accomplishments.
2. Have you received a grant award from the Junior League of Kalamazoo in the last 5 years? If so, please provide the year, amount awarded, and details for program/project it supported. If you have received funding from the Junior League of Kalamazoo in the past, how is this year's request for funding similar or different?
3. Provide a description of the program/project, including community need for this project, proposed activities and actions, and goals and objectives.
4. Indicate a specific breakdown of how Junior League of Kalamazoo funds will be used. Please include overall project/program budget and other funding sources (corporations, foundations, etc.) for this program/project, including amount requested and status (confirmed or pending).
5. What are the expected outcomes of the proposed work? How will these outcomes be evaluated? Include a specific timeline (30/60/90-day goals) and the expected results and accomplishments.
6. Please describe how the program/project addresses the Junior League of Kalamazoo's focus on the well-being of women and children.
7. Describe any volunteer opportunities within your organization in which Junior League of Kalamazoo members could be of service.