Logo, company name

Description automatically generated**COMMUNITY GRANTS 2023**

Application Checklist and Cover Sheet

**Submission Guidelines**

2023 Community Grant Applications will have three cycles. Applications will be due **February 1, May 1, and August 1, 2023**. Payouts, if approved, will occur in the month following the grant deadline. If an application is declined during one grant cycle the organization may reapply in another cycle. However, only one Community Grant can be awarded per year to an individual non-profit. Grants are typically smaller than $5,000. Please submit your grant application and all attachments via email to Ashley Hughes by 5 pm central time on the date the application is due. Type your application, if possible, so it is easier for the grants committee to review. Also, please save files in PDF format (even if you attach multiple files).

Email your grant application and all attachments to Ashley Hughes, Program Director, at [ahughes@jasperfdn.org](mailto:ahughes@jasperfdn.org). After submission, you will receive a confirmation email that your application was received.

**Checklist for Submission**

I have called the JNF office to speak with the Executive Director about my grant **if** this is my first grant or if salary dollars are being requested. (Not required for all applicants)

I have filled out the organizational information and program description.

I have obtained the signature of my Board Chair, President, Director, or Principal/Superintendent expressing their knowledge and support of this grant application.

I have fully answered the 4 Grant Narrative Questions.

I have included my Board of Directors listing with officers and contact information.

I have included my Program/Project Budget including as much detail as possible.

I have included my organization’s balance sheet and this year’s operations budget.

I have included a 1-2 paragraph Budget Narrative explaining our budget expenses.

If awarded, I will complete the Final Grant Report as requested by the JNF office staff.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that I have read and filled out this grant application to completion and followed all the requested steps.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMUNITY GRANTS 2023**

Application

JASPER COUNTY COMMUNITY FUND

NEWTON COUNTY COMMUNITY FUND

(circle one fund only)

**Organizational Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Legal Name of the Organization** |  | | | | |
| **Telephone Number** |  | | | | |
| **Website Address** |  | | | | |
| **Street Address of Organization** |  | | | | |
| City | State | | Zip |  | |
| **Mailing Address**  (if different than physical address) |  | | | | |
| City | State | | Zip | |  |
| **Federal Tax ID (EIN)** |  | | | | |
| **Main Contact Person for Grant** | |  | | | |
| **Contact Phone Number** | |  | | | |
| **Contact Email Address** | |  | | | |

**Signature of Board Chair, President, Director, or Principal/Superintendent expressing their knowledge and support of this grant application**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Program Description**  Please include a 2-3 sentence summary of the program you are requesting community grant dollars for in the box below. This should be clear and concise. |
|  |

**What area of the community does this grant application seek to serve the most?**

**\_\_\_\_ Vibrant Community (Arts, Culture, Lifestyles)**

**\_\_\_\_ Prosperous Community (Business Development Resources, Employee Training)**

**\_\_\_\_ Quality Life (Access to Health Care & Healthy Life Choices)**

**\_\_\_\_ Kids & Families (Education)**

**Application Narrative Questions**

Please use the following questions in the order shown with an explanation and description so the committee can get a feel for your project and the needs that are being met in the community.

1. What project/program will this grant money fund, how much are you requesting, what is your organization’s mission statement and how does it directly link to this project/program?
2. What is the implementation plan for your project/program? Please include a timeline of implementation.
3. How will your proposed project/program promote sustainable impact towards the betterment of Jasper or Newton County?
4. Will funding this project/program likely draw additional funding or partnerships that will bring positive and transformative change to Jasper or Newton County? Please share whom you are partnering with and any matching grant funds that you have received.

**Board of Directors Information**

Please attach a listing of your current Board of Directors, indicate officer roles, and include a phone number or email address for contacting each member.

**Grant Budget**

* Provide the entire budget and scope of the project, even if you are only asking JNF for a portion of the project budget itself
* If securing goods or services, please provide at least 2 quotes. **Local sources for quotes are encouraged.**
* If purchases will be made online, screenshots or printouts of the website shopping cart are acceptable
* Grants can be used for supplies, equipment, software, training, and professional development. Salary dollars must flow directly to the person who will execute this specific project and be something that cannot be done by a community volunteer. Salary dollars must be discussed with JNF Executive Director before submitting an application.
* Attach a copy of your balance sheet and annual organizational budget for the current year.

**Sample Budget Request Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Budget Category**  **(i.e. supplies, equipment, software…)** | **Can be Reused?**  **Yes/No** | **Vendor**  **Attach copy of item shown in catalog or online (please e-mail this quote, etc. along with the application to** [**ahughes@jasperfdn.org**](file:///\\nas\Documents\2022%20Programming\Community%20Grant%20April%201%202022\ahughes@jasperfdn.org)**)** | **Quantity** | **Total Cost including shipping** |
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|  |  |  | **Total Project Budget** |  |  |
|  |  |  |  |  |  |
| **\*\*\*TOTAL AMOUNT REQUESTED FOR JNF COMMUNITY GRANT\*\*\*** | | | |  | |

**BUDGET NARRATIVE**

Please provide 1-2 paragraphs that explain your Grant Budget to fill in storyline gaps.