

**COMMUNITY ASSISTANCE FUND
APPLICATION & AGREEMENT**



1. Complete and sign this Application Agreement.
2. Attach all requested information and documentation.
3. **Mail completed Application Agreement, including all requested information to:**

**Junior League of Beaumont
ATTN: CAF CHAIR
2388 McFaddin
Beaumont, TX 77702**

A. Provide Organization's Information:

Organization Name: _____
Physical Address: _____
Mailing Address: _____
Contact Person: _____
Email: _____
Phone / Fax: _____
Website: _____

Amount Requesting _____

B. Select Application Period Deadline:

CAF Funds are awarded twice each year for organizations in the Southeast Texas region. Applications must be postmarked by the following deadlines to be considered for each application period. Mark one of the boxes below to indicate the application period for which your application is to be considered. All CAF funds must be spent and requested for reimbursement by May 31st. If May 31st falls on a weekend or Monday, then the due date for the purchase receipts and documentations must be received by the Friday before.

- Fall CAF Award Application Deadline: October 1
 Spring CAF Award Application Deadline: February 4

C. Provide the Following Information Regarding Your Request:

Please include the following details on a separate sheet or in a letter. Be as specific as possible so that we may properly evaluate your request.

1. Include the completed and signed application on the top of your stapled packet.
2. Amount of funds you are requesting.
3. Detailed description of the program and need for which you are requesting funds.
4. Detailed description of how and when the funds would be used in Southeast Texas.
 - a. Please provide a detailed and itemized list of how the funds will be used.
 - b. CAF grant funds cannot be used for contract services or labor costs.
5. Explanation of why funds are being requested at this time.

D. Attach copies of the Organization's:

1. Statement of 501(c)(3) tax-exempt status - IRS Letter of Determination
2. Current organizational operating budget
3. List of **Local** Board of Directors
 - a. If you do not have a local board of directors, your application will be rejected.

E. By Signing this Application Agreement, the Organization Agrees to the Following:

1. The Organization will allow an on-site visit by the Junior League of Beaumont CAF Committee, if such a visit is deemed necessary.
2. Upon receiving written notification that the Organization has been awarded a grant, the Organization may:
 - a. Submit a receipt to the Junior League of Beaumont for reimbursement, or
 - b. Have the Junior League of Beaumont invoiced directly for the items requested in this agreement once awarded application.
3. The Junior League of Beaumont will not be responsible for sales tax or any invoiced amounts in excess of the CAF grant award.

Printed Name of Director / Officer

Signature – Director / Officer

Official Title of Person Signing

Date

Printed Name – JLB President

Signature – JLB President

Date