Our Nonprofits Elevated
Application & Agreement

JUNIOR LEAGUE OF BEAUMONT

- Complete and sign this Application & Agreement.
- Attach all requested information and documentation.
- **Mail completed Application & Agreement, including all requested information to:**

Junior League of Beaumont
ATTN: The O.N.E. Chair
2388 McFaddin
Beaumont, TX 77702

I. Organization's Information:

Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____

Email: _____

Phone / Fax: _____

Website: _____

Years in Operation: _____

Current Operating Budget: _____

Amount Requesting: _____

Tax ID Number: _____

II. Application Deadline:

Our Nonprofits Elevated ("The O.N.E." or the "Program") is a Signature Project of the Junior League of Beaumont, where the League partners with a non-profit organization in the Southeast Texas community (Jefferson, Hardin, Orange, Chambers, Liberty, Newton, Jasper, and Tyler Counties) to elevate and better the organization. The Program includes both hands-on assistance and resources, as well as a grant (minimum of $5,000). Applications must be postmarked by the **February 28, 2023** deadline to be considered for the upcoming year. All the Program funds must be spent and accounted for in a final report by **May 31** of the following year at the end of the Program. If **May 31** falls on a weekend or Monday, then the due date for the purchase receipts and documentation must

be received by the Friday before. Any funds received and not spent and accounted for must be returned by or before **May 31, 2024**.

III. Community Assistance Fund:

CAF Funds are awarded twice each year for organizations in Southeast Texas. If your organization is not chosen for the O.N.E., it will automatically be considered for the Fall CAF Award, which has an application deadline in **October 2023**. All CAF funds are based on approved expenditures and must be spent and requested for reimbursement by **May 31, 2024**. If **May 31** falls on a weekend or Monday, then the due date for the purchase receipts and documentation must be received by the Friday before. CAF grant funds cannot be used for contract services or labor costs.

IV. Provide the Following Information:

Please include the following details on a separate sheet or in a letter. Be as <u>specific</u> 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. The Affidavit at the end of this packet must be signed, notarized and attached to the application.
3. Detailed description of the Organization's purpose and programs, including its current volunteer program, if any.
4. Detailed description of the project and need for which funds are being requested and the total project budget amount and timeline.
    a. If the project requires more than JLB funds requested to complete, please show supporting documentation for where additional funds are being obtained.
    b. If not accepted for the O.N.E., any funds granted will be governed by CAF guidelines (which can be found on the Junior League of Beaumont website). Unlike the O.N.E., CAF grant funds cannot be used for contract services or labor costs.
5. Detailed description of how and when the funds would be used in Southeast Texas.
6. Explanation of how the O.N.E. can work with and assist your Organization over the next year to elevate the Organization and specific outcomes expected. Be specific on how the outcomes can be evaluated.

V. Attach copies of the Organization's:

1. Statement of 501(c)(3) tax-exempt status - IRS Letter of Determination
2. Current year operating budget
3. Profit and Loss Statement and Balance Sheet or audit for previous year
4. List of **Local** Board of Directors or Managers (If you do not have a local board of directors or managers, your application will be rejected.)
5. List of Executive Staff and their positions

By signing this Application Agreement, the Organization agrees to the following:

1. The Organization agrees to be interviewed by a panel on the evening of **March 8** or **March 9, 2023**, if such interview is deemed necessary.
2. The Organization will allow an on-site visit by the Junior League of Beaumont CAF Committee or the O.N.E. Committee, if such a visit is deemed necessary.
3. Upon receiving written notification that the Organization has been selected for the O.N.E. Program, the Organization may:
    a. Submit a receipt to the Junior League of Beaumont for reimbursement,
    b. Have the Junior League of Beaumont invoiced directly for the items or services requested and approved, or
    c. Use provided grant funds to purchase or pay directly for the items or services approved. The Organization must provide reports and receipts for all items and services purchased. (Does not apply to CAF Grant Award.)
4. The Junior League of Beaumont will not be responsible for sales tax or any invoiced amounts in excess of the approved grant award.

AFFIDAVIT

I, the undersigned, state and affirm that all of the above statements and information are true and correct. Further, I hereby declare I have the authority to submit this application and sign this affidavit on behalf of the organization, and that the organization for which this application is filed is a charitable organization as defined under 501(c)(3) and/or related sections of the Internal Revenue Code, and does not discriminate in any manner on the basis of race, color, religion, sex, national origin, or age.

_____ _____

Signature – Director / Officer Official Title of Person Signing

NOTARIZATION:

I, the below signed Notary, in and for the State of _____, County of _____, do hereby acknowledge that _____, the above signed Affiant, did sign and publish the above Affidavit before me, on this _____ day of _____, 20____, affirming the correctness and validity of the statements made in the application to which the Affidavit is attached.

_____

NOTARY

My Commission Expires: _____ day of _____, 20____.