

2024-2025 Capacity Grant Application

The Junior League of Washington (JLW) makes a difference in the community through financial and volunteer support of programs that support **pathways to opportunity through education, professional and financial development, and capacity building.**

For the 2024-2025 League Year, one Capacity Grant of up to \$15,000 will be awarded to a JLW Community Partner to invest in infrastructure that enables them to expand their existing programs. Infrastructure investments include (but are not limited to) facility improvements, software implementations, and/or additional staff. Program growth necessitating this capital investment may come in the form of serving a larger population, serving a new population, and/or adding a new service that meets the additional needs of existing client populations.

Capacity Grant applications must be submitted no later than Monday, August 26, 2024 at 5 PM ET via the web form at <https://www.jlw.org/grants>. Late or incomplete applications cannot be accepted. *Following an internal review and recommendation process and a vote by the full JLW membership, successful applicants will be notified in May 2025.*

For consideration for any Junior League of Washington grant, an applicant must:

- Be a 501(c)3 organization with a valid EIN number;
- Be located in the greater Metropolitan Washington, D.C. area;
- Present a program in alignment with JLW’s mission, specifically “improving communities through the effective action and leadership of trained volunteers”;
- Address a clear unmet need within the organization and/or the community; and
- Demonstrate that JLW funds will have a significant financial impact.

INTRODUCTORY INFORMATION:

Legal Business Name: <i>As shown on 501(c)(3) letter</i>	Valid Employer Identification Number (EIN):
Website Address: Program Location (City, State):	Name of Program for which you seek funding:
Total Annual Organization Budget:	Total Annual Budget for the program that the Capacity Grant will support:

APPLICATION CHECKLIST

To submit your application, complete all fields of the web form, the application narrative, and include the required appendices listed below. **Applications must be submitted via the web form no later than Monday, August 26 at 5pm EST.** Late or incomplete applications can not be accepted. Please email questions to GrantsAndVolunteers@JLW.org.

Check each item on the list below to indicate that you have included the following appendices in your application before submitting your completed application via the web form. Please adhere to the naming convention before uploading each document individually.

- A. Application Checklist and Narrative
 - o Save as: "Organization Acronym or name.CG24" (For example: "JLW.CG24")
- B. Letter from the Internal Revenue Service stating your organization is tax-exempt under Section 501(c)(3) of the Internal Revenue Code and is classified as "not a private foundation" under Section 509(a) of the same code
 - o Save as: "Organization Acronym or name.501c3" (For example: "JLW.501c3")
- C. Most recently filed Form 990
 - o Save as: "Organization Acronym or name.990" (For example: "JLW.990")
- D. Most recently filed Form W-9
 - o Save as: "Organization Acronym or name.W9" (For example: "JLW.W9")
- E. Most recent audited financial statements and the management letter
 - o Save as: "Organization Acronym or name.FS" (For example: "JLW.FS")
- F. Current annual budget for the organization
 - o Save as: "Organization Acronym or name.AB" (For example: "JLW.AB")
- G. Current annual budget for the program(s) receiving funding
 - o Save as: "Organization Acronym or name.PB" (For example: "JLW.PB")

If any of the information on the checklist is not available for your organization, please explain here:

SIGNATURE OF EXECUTIVE DIRECTOR OR PRESIDENT OF THE BOARD:

The signature is mandatory. Applications without the proper signature will not be accepted.

SIGNATURE

DATE

TITLE

PHONE NUMBER

EMAIL ADDRESS

APPLICATION NARRATIVE

All responses are limited to 150 words.

SECTION I: PROGRAM STRATEGY

Give a brief summary of your organization’s mission and activities, including its founding date, and an overview of the program for which you are seeking funding. .

Describe in detail how your organization plans to utilize the Capacity Grant.

Describe the clientele served by this program, including how you promote your program to participants and how participants are selected, as well as the number of individuals served by this program over the last two years and the anticipated number of participants served this year.

Please share key metrics that will be used to assess the program’s impact, including what measurement tools will be used and how data will be gathered to demonstrate the program’s results.

What partnerships does your organization have established with other organizations (for-profit and nonprofit) for ongoing community support? Please describe the nature of each collaboration.

SECTION II: FUNDING

Specify how your organization will spend the Capacity Grant (maximum \$15,000) by listing the key line-item expenditures you have planned. Please be specific when describing the amount and use of funding.

EXPENSE	QUANTITY	TOTAL COST	JLW P.G. Portion
EXAMPLE ONLY - PLEASE DELETE: EARLY CHILDHOOD LITERACY PACKETS AND WORKBOOKS	EXAMPLE ONLY - PLEASE DELETE: 1,000 Packets for 1,000 participants @ \$4 per packet	EXAMPLE ONLY - PLEASE DELETE: \$4,000	EXAMPLE ONLY - PLEASE DELETE: \$1,000

TOTAL: _____

Please share more detail about the expenses listed above, and describe how they will advance the objectives of the program for which you are seeking funding.

Please describe your organization’s sources of funding (including fundraisers, government grants, corporate and individual donations, client fees, etc.) generally and for this program specifically.

Is there anything else you would like to share with us about your organization or program that has not been covered in another section of the application?

How did you hear about the Capacity Grant?