

JUNIOR LEAGUE OF BEAUMONT
COMMUNITY ASSISTANCE FUND INFORMATION SHEET

Purpose:

The purpose of the Community Assistance Fund is to meet the critical, emergency and short-term essential monetary needs of our community by providing funds to eligible organizations.

Eligible Organizations:

1. Must be a non-profit, tax-exempt organization headquartered in Beaumont, Texas.
2. Must have been in operation for two or more years.
3. Must have a local board.
4. Will use the funds in the Beaumont community.
5. Will fill out the Application Agreement in its entirety and attach all required information.

Ineligible Organizations:

1. Organizations for which the League currently provides assistance in the form of a project, or for which a project is being formally proposed by the current Project Research and Development Committee, are ineligible
2. Organizations that practice discrimination are ineligible.
3. Organizations that have received a CAF grant within the past 12 months are ineligible.

The following types of requests will receive primary consideration:

1. Requests of an emergency nature.
2. Requests from agencies facing possible disruption of services.
3. Requests addressing critical human needs.
4. Requests which would develop or expand a significant service to the community.

The following types of requests will NOT be considered:

1. Fundraising
2. Individuals
3. Travel
4. Sectarian religious projects
5. Research
6. Scholarships
7. Salaries

Community Assistance Fund Structure:

Grants are awarded two times each year. All grants must be approved by the Junior League of Beaumont's Board. To receive funding, the Application Agreement, including a description of the agreed-upon use for the funds, must be signed by a Director (or Officer) of the Organization, and by an officer of the Junior League of Beaumont. 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 item requested in this agreement. The Junior League of Beaumont will not be responsible for any invoiced amounts in excess of the CAF grant award.

**JUNIOR LEAGUE OF BEAUMONT
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 for consideration to:**

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

A. Provide Organization's Contact Information:

Organization Name: _____
Address: _____
Contact Person: _____
Email: _____
Phone / Fax: _____

B. Select Application Period Deadline:

CAF Funds are awarded twice each year. 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:

- Fall CAF Award Application Deadline: **October 1**
- Spring CAF Award Application Deadline: **March 1**

C. Provide the Following Information Regarding Your Request:

- Attach a separate sheet or include details in your cover letter.
- Be as specific as possible so that we may properly evaluate your request.

1. Amount of funds you are requesting.
2. Detailed description of the program or need for which you are requesting funds.
3. Detailed description of how and when the funds would be used in the Beaumont community.
4. 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.
2. Current operating budget.
3. List of local Board of Directors.

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 item requested in this agreement. The Junior League of Beaumont will not be responsible for 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: _____