



JUNIOR LEAGUE OF OLYMPIA

Women building better communities

Community Assistance Fund Guidelines and Criteria 2009-2010

The Community Assistance Fund serves to provide monetary grants to nonprofit, tax-exempt organizations and agencies to meet the immediate needs of eligible applicants. All grants are subject to review and approval by the Junior League of Olympia. If a grant is awarded, the funds shall be distributed to the organization and Junior League shall have no other obligations or volunteer responsibilities.

Grant requests and funding of grants should meet the following general guidelines:

1. All grants are restricted to Thurston County only.
2. Applicants shall be non-profit, tax exempt agencies or organizations.
3. Applicants shall have specific and defined uses for the requested funds.
4. Requests shall meet an important need consistent with Junior League's vision, focus and mission.
5. Requests shall be for immediate needs only. (Immediate needs are defined as essential to the operation of the organization.)
6. If funds are awarded, monies shall be used within ninety (90) days after receipt of such funds.
7. Requests for funds to support fundraising projects shall not be considered. Fundraising drives or campaigns are prohibited uses of the funds.
8. Applicants shall have a demonstrated commitment to volunteer participation within their organization.
9. No requests shall be considered unless and until a complete application with the corresponding documentation is received.
10. All grant applications must be signed by the President of the Board or Director of the organization.
11. If a grant is awarded to an organization, the organization shall provide to the Junior League of Olympia a written evaluation and documentation regarding the use of the grant funds within sixty (60) days following the use of the funds.
12. No single organization may receive more than 50 percent of the funds appropriated to the Community Assistance Fund for that fiscal year.
13. No single organization may apply for more than one grant during a fiscal year.
14. If an organization is awarded funds, the name of Junior League of Olympia must be included in all publicity by the organization regarding the expenditures made possible by the grant, including, but not limited to: newsletters, brochures and press releases.
15. If the Junior League believes that an organization has materially violated any of the rules, guidelines, and criteria of the Junior League with respect to the grant of monies through the Community Assistance Fund, JLO shall notify the organization in writing of the violation. Within five (5) business days of receipt of such notice, Junior League and the organization shall enter into arbitration with three members of JLO and three members of the organization present to clarify, confirm or deny the alleged violation and to attempt to enter into an agreement or a satisfactory course of action. If agreement cannot be reached within thirty (30) days after the arbitration meeting, the application and agreement, and the grant award, shall be deemed null and void and all the rights, obligations, and duties of the parties

involved shall cease. In such event, and at the discretion of JLO, the organization may be obligated to return all grant funds awarded to the organization through the Community Assistance Fund.