



**JUNIOR LEAGUE OF
KINGSPORT**

Women building better communities

MINI-GRANT APPLICATION

PLEASE INCLUDE THE FOLLOWING REQUIRED MATERIALS WITH THE COMPLETED APPLICATION:

1. Complete and current listing of organization/agency's Board of Directors.
 2. A copy of organization/agency's 501(c)(3) IRS authorization letter.
 3. A copy of organization/agency's most current audited financial statement. If an audited statement is not available, please include a copy of last year's budget or financial statement.
-

A. GENERAL INFORMATION

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

CONTACT PERSON: _____

CONTACT'S TELEPHONE: (Business) _____ (Home) _____

EMAIL ADDRESS: _____

B. ORGANIZATION INFORMATION

What is the primary purpose/function of your organization?

Who are the recipients of your services? _____

How many people does your organization serve per year? _____

What year was the organization founded? _____

List three references, with telephone numbers:

Please list the volunteer opportunities, including a brief job description, that are available:

C. PROJECT INFORMATION

Please describe the project for which moneys are being requested; including substantiation of need, client group served, and size of the group served.

Please provide the amount of grant moneys being requested from JLK:

What funding, including internal sources, does the organization already have for this project?

Additional funding sources, including amounts requested, being pursued for this project:

D. MISC. INFORMATION

How did you learn about the JLK Mini-Grants Program? _____

Has the organization received funds from Junior League of Kingsport in the past? If so, please list date, amount of funding, and name of project:

DATE

ORGANIZATION

SIGNATURE - EXECUTIVE DIRECTOR

SIGNATURE - BOARD PRESIDENT