



Community Assistance Fund

The following criteria is used to determine if a proposal is acceptable for further consideration:

A. For eligibility:

1. The agency must submit a written completed application.
2. The agency must be a non-profit, tax-exempt agency and have proof of one of the following:
 - a. 501 (c) (3) IRS authorization letter.
 - b. Application for 501 (c) (3) status pending.
 - c. Umbrella 501 (c) (3) status – name of organization.
3. Applications will be accepted on or before October 15th and February 15th.
4. Funds must be used within The Junior League of Wichita Falls service area within six months of allocation.
5. The agency must have a local Board of Directors.
6. Requests must include a detailed account of proposed expenditures.
7. Requests from organizations may be given priority consideration over organizations that have been funded by the CAF for two consecutive years.
8. Requests must be consistent with the Junior League of Wichita Falls, Inc. mission statement.

Junior League of Wichita Falls, Inc. Mission Statement: An organization of women committed to promoting voluntarism, developing the potential of women and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

B. Requests for funding of the following will not be considered:

1. Annual fundraising drives.
2. Requests in excess of \$500.00
3. Requests from an organization that practices discrimination.
4. Additional funding if agency currently is being funded as a Junior League project.

C. Requirement if funding is granted:

1. The agency must submit a written report to the Community Assistance Fund Committee within 6 months of the award. The brief report should include:
 - a. An accounting of how the money was spent.
 - b. Were you able to achieve your goal? Describe how. If not, why?
2. There should be a collaborative effort between the agency and the Junior League for publicity.
3. The organization may not reapply within 12 months from initial application.

If you have any questions please write:

Community Assistance Fund
The Junior League of Wichita Falls, Inc.
2302 Midwestern Parkway
Wichita Falls, Texas 76308-2238



COMMUNITY ASSISTANCE FUND APPLICATION

1. **Name of Organization:** _____
Mailing Address: _____
Contact Person: _____
Telephone: _____
2. **Amount Requested:** \$ _____
3. **Your agency must be a non-profit, tax exempt agency. Please show proof of one of the following:**
 - a. 501 (c) (3) IRS authorization letter.
 - b. Application for 501 (c) (3) status pending.
 - c. Umbrella 501 (c) (3) status – name of organization.
4. **Include with this report, last year's profit and loss statement and a budget for the coming year. Please include a list of contributors.**
5. **Will the funds be used in Wichita County? If not, which other eligible counties?**
6. **Do you have a local Board of Directors? If so, please list members.**
7. **List any Junior League of Wichita Falls volunteers working for your organization.**
8. **If your request is granted, will your organization be willing to work with the Junior League on publicity?**
9. **Give a brief history of your organization.**

10. Describe the need of the funds.

11. How does this need fit in the long and short-term goals of your organization?

Signature: _____

Date: _____

Position: _____

Please send this completed application to:

**Community Assistance Fund
Junior League of Wichita Falls, Inc.
2302 Midwestern Parkway
Wichita Falls, TX 76308-2328**