



## OPPORTUNITY KNOCKS/ COMMUNITY ASSISTANCE FUND

Dear Friends,

Does your non-profit agency/organization need financial assistance and/or volunteers for a day to help with a designated project? If so, we may be able to help!

The Junior League of Wichita Falls is committed to promoting voluntarism and to directing our resources to effect positive change in the community. We currently have two programs available to assist agencies such as yours: **Opportunity Knocks and Community Assistance Fund.**

**Opportunity Knocks** is designed to respond to immediate, short term needs of community agencies by providing financial assistance up to \$2500 and volunteers to work with in conjunction with your organization for a short-term, designated project between October 2017 and May 2018.

The **Community Assistance Fund** is designed to provide financial assistance up to \$500 for a project if you are in need of additional funding only.

Projects are reviewed and selected based on needs of the community. Additionally, the JLWF has recently adopted an Issue-Based Community Impact approach. **We have chosen Children and Youth, specifically At-Risk Youth, as our particular interest area with a primary focus on Life Skills.** Applications that align with this interest area and share a similar focus will be given primary consideration. Due to funding constraints not all projects will be selected.

The following criteria are used to determine if an application is acceptable for further consideration:

A. Eligibility:

1. The agency must submit a completed application.
2. The agency must be a nonprofit, tax-exempt agency and submit proof of one of the following:
  - i. 501(c)(3) IRS authorization letter
  - ii. Application for 501(c)(3) status pending
  - iii. Umbrella 501(c)(3) status-name of organization
3. The organization shall provide a detailed description of the requested volunteer duties prior to approval (Opportunity Knocks application only).
4. Applications for Opportunity Knocks must include a request for volunteers as well as funding.
5. Applications must be received on or before **September 30, 2017.**

6. Funds must be used in the Junior League of Wichita Falls, Inc. service area.
7. The agency must have a board of directors.
8. Requests must include a detailed account of proposed expenditures.
9. Request must be consistent with the 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. Requirements once agency/organization project is selected:

1. The agency must submit a written report to the Junior League within 30 days of the event. The Junior League will provide a form to your organization outlining the information needed to complete this brief report.
2. A collaborative effort is requested between the agency and the Junior League of Wichita Falls for publicity.

Requests will not be considered for the following:

- A. Fundraising activities
- B. Travel or per diem expenses
- C. Salaries
- D. Agencies receiving other assistance from the Junior League of Wichita Falls during the current fiscal year
- E. Requests in excess of specified program amounts
- F. Requests from organizations that practice discrimination

Agencies/organizations may **NOT** receive funds from both Opportunity Knocks (OK) and the Community Assistance Fund (CAF) during the same fiscal year; however, applications can/will be accepted to both programs for consideration. When submitting your application, please understand that November 5-8, 2017 are dates committed for other Junior League projects.

Submit an application online by visiting our website at [jlwf.org](http://jlwf.org) and clicking on the Opportunity Knocks/Community Assistance Fund link on the right-hand side of our homepage. You may also complete and fax an application to (940) 691-3031 or mail it to the following address:

Opportunity Knocks/Community Assistance Fund  
Junior League of Wichita Falls, Inc.  
2302 Midwestern Parkway  
Wichita Falls, TX 76308

For additional information, questions or concerns please call the Junior League Office at (940) 692-9797.

Sincerely,  
Bianca Reyna  
Opportunity Knocks/Community Assistance Fund Chair

**The Junior League of Wichita Falls, Inc.**  
**Opportunity Knocks/Community Assistance Fund Request Form**

A. Summary Information

1. Name of Organization
2. Address
3. Contact Person/Title
4. Telephone
5. Email

B. Do you have a local Board of Directors? If so, please list members.

C. List any Junior League of Wichita Falls volunteers working for your organization.

D. Has the Junior League of Wichita Falls assisted your organization in the past? If so, in what way?

E. Is this a new project for your organization?                      YES                      NO

F. Please describe project needs and plans.

G. What is the time frame for this project?

H. What is the anticipated result of this project?

I. Have you requested the help of other groups or organizations with this project?

J. ***Volunteers (Please Note: Opportunity Knocks ONLY)***

1. How many Junior League volunteers are needed for this project?
2. How many volunteer hours are needed to complete this project?
3. What are the specific duties and requirements of volunteers?

K. ***Financial Information (Please Note: Opportunity Knocks)***

1. Total funds requested from the Junior League \$ (Max-\$2,500)
2. Do you need the funds before the date of the project? YES NO
3. If so, by when?
4. Itemize how money will be spent.

L. ***Financial Information (Please Note: Community Assistance Fund)***

1. Total funds requested from the Junior League \$ (Max-\$500)
2. Do you need the funds by a specific date? YES NO
3. If so, by when?
4. Itemize how money will be spent.

M. If your request is granted, will your organization be willing to work with the Junior League on publicity? YES NO

N. Submit proof of your organization's 501(c)(3) IRS status.

Signature/Position

Date

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