



## Fort Bend Junior Service League

P.O. Box 17387 • Sugar Land, Texas 77496  
Phone: (281) 636-6272 • Fax: (713) 559-8363  
E-mail: [President@fbjssl.com](mailto:President@fbjssl.com) • [www.fbjssl.com](http://www.fbjssl.com)

## Community Assistance Fund Application

Fiscal Year 2011-2012

### MISSION STATEMENT:

The Fort Bend Junior Service League is an organization of women committed to promoting volunteerism, to developing the potential of women and to improving the Fort Bend County community through the effective action and leadership of trained volunteers. Our purpose is exclusively educational and charitable as well as providing an atmosphere of friendliness, goodwill and camaraderie for all members.

---

Agency Name

---

Contact Person

Telephone

Email Address

---

Mailing Address

---

Street Address (if different)

---

Website

Fax Number

---

Executive Director

Telephone

Email Address

---

Board Chair

Telephone

Email Address

**Please check one of the following:**

New Agency (An agency with no prior relationship with FBJSJL)

Current or Prior Relationship Agency

Check all that apply:

CAF Recipient –

Date(s): \_\_\_\_\_ Amount(s): \_\_\_\_\_

Event Beneficiary –

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_ Amount(s): \_\_\_\_\_

If you have received funds previously through FBJSJL, have you submitted a Final Status & Expenditure Report for any funds received within the past year? \_\_\_\_\_

If not, please explain:

---

---

---

**Please provide the following information about your agency and grant request.**

1. Please describe the Purpose/Mission of your agency:

2. Please describe the Programs/Services provided by your agency:

3. Please describe the geographic areas and client populations served by your agency:

4. Amount Requested by your agency: \_\_\_\_\_  
Please briefly describe your grant request:

5. Please provide the time frame for the use of grant funds requested, along with any information relating to a funding deadline for your agency's request:
  
6. Would your agency be willing to accept partial funding? What consequences, if any, to this particular grant request are anticipated if FBJSJ can only partially fund your grant request?

**Please include the following information with your completed application:**

- Current annual operating budget
- Copy of most recent financial statements (audited, if available)
- Copy of current IRS determination letter indicating 501(c)(3) tax-exempt status, along with a statement on your organization's letterhead signed by the Executive Director that there has been no change in the organization's tax-exempt status
- Current list of Board of Directors
- If you have additional information related to your grant request (i.e. project budget, replacement cost estimate, etc.) that may be helpful to FBJSJ in reviewing your application, please feel free to include it.

**Disclaimers**

By submitting a grant application, your agency is agreeing to notify FBJSJ immediately in the event funding for the item(s)/project(s) requested is committed or received from another source.

If requested, applicant agrees to provide an authorized representative(s) from your agency to meet with the FBJSJ Beneficiary Review Committee and/or FBJSJ Board of Directors to present and discuss its application.

Application is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for funds in the amount of \$ \_\_\_\_\_ (\$5,000 maximum) on behalf of:

---

Official Name of Agency

---

Signature of Authorized Agency Representative

Printed Name

Title

Funds in the amount of \$\_\_\_\_\_ have been approved by the Fort Bend Junior Service League, effective this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

**FBJSL President**

**This application constitutes a contract as to how the funds are to be spent. Any funds not spent for the specific purpose stated in this contract must be returned to the Fort Bend Junior Service League.**

*Thank you for applying for a Community Assistance Fund grant from FBJSL.*