



## **FBJSL Community Assistance Fund Grant Instructions**

The Fort Bend Junior Service League (FBJSL) is accepting applications for Community Assistance Fund (CAF) grants. Each grant application should be accompanied by the items set forth in the CAF Application.

To be eligible, organizations must have 501(c)(3) status and must be located in Fort Bend County, or the applicant must serve Fort Bend County residents. The maximum CAF grant amount shall be \$5,000. An applicant may submit more than one CAF application within a League year; however, the maximum cumulative CAF grant to be awarded to an applicant shall not exceed \$5,000 within a single League year.

An application shall be considered if it meets one or more of the following criteria:

- Addresses a critical or basic need
- Funds a pilot program
- Expands a significant service to the Fort Bend County community

All applications are reviewed in the order received. Eligibility will be determined upon receipt by FBJSL. FBJSL CAF grants will be awarded throughout the calendar year. All applications will be maintained and evaluated for possible award for up to one calendar year based upon the receipt date of the application packet.

Grant requests must fit with the League's mission, purpose, goals, and position statements. FBJSL is very careful about maintaining its focus on those charities that match the FBJSL vision for the Fort Bend County community and looks for charities that will thrive due to its support; therefore, FBJSL typically looks for the following criteria:

- Small operating budgets
- Minimal internal or external fundraising capabilities

- Nominal support from government or other large charitable organizations (i.e., United Way)
- Small administrative departments
- Large number of Fort Bend County residents will benefit from the grant

The following grant requests shall not be considered:

- Projects sought by individuals
- Religious teachings or instruction
- Administrative costs or salaries
- Insurance
- Government or political agencies
- Nonprofit groups whose primary purpose is to fund government support entities
- Nonprofit groups who are not providing a direct service (i.e. foundations, exchange clubs, rotary clubs, etc.)

Please consider the above criteria when deciding whether or not to make your submission.

If you would like to apply for a CAF grant, please download the appropriate form, complete the information and send your completed application and the required supporting documents via email to [president@fbjssl.com](mailto:president@fbjssl.com).

We encourage organizations to submit their grant applications via email. If email is not possible, applications and the required supporting documents may be sent by fax or post office to:

Fort Bend Junior Service League  
Attn: Community Assistance Fund  
PO Box 17387  
Sugar Land, TX 77496-7387  
FAX: 713-559-8363