

## **Community Assistance Fund Grant Instructions**

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

An application will 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 community

All CAF grants shall not exceed \$5,000. To be eligible, organizations must have 501 (c) (3) status and must provide services in the Fort Bend County area.

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.

The Fort Bend Junior Service League is very careful about maintaining our focus on those charities that match the FBJSL vision for the Fort Bend County area. We look for charities that will thrive due to our support. Therefore, we typically look 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 fund requests will 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 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 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