**Endowment Grant Application**

Our Mission: The Junior League of Portland is 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.

The Junior League of Portland’s Endowment was established to support our mission and activities surrounding out mission. The Junior League of Portland evaluates Endowment Grant Applications twice a year. Applications are due annually on June 30 or January 31. The Junior League of Portland’s Board of Directors will evaluate all applications received during the next Board meeting following the application deadline. Please submit all application materials to [**president@juniorleagueofportland.org**](mailto:president@juniorleagueofportland.org)**.**

Expectations for awardees are described in page three of this application; by submitting an application, your organization agrees to comply with these grant guidelines should your application be awarded funding.

|  |  |
| --- | --- |
| **Date** |  |
| **Applicant Organization Name** |  |
| **Tax ID Number** |  |
| **Contact Name** |  |
| **Email Address** |  |
| **Daytime Phone Number** |  |
| **Mailing Address** |  |
| **Title of Program / Grant** |  |
| **Amount Requested** |  |
| **Timeline for Grant Used** |  |

In no more than three pages, please include a narrative description of your grant request addressing the following information:

|  |  |
| --- | --- |
| **Brief overview of your organization** |  |
| **Program Description** |  |
| **Please describe how the goal of your program fulfills the mission of The Junior League of Portland (noted above)** |  |
| **Please describe the population or community that will be served by your program** |  |
| **Please describe how The Junior League of Portland grant dollars will be spent if received. List the funding you already have received for this project or program and those funding sources, or matching program** |  |
| **Please describe the community involvement or support for your program** |  |
| **Please describe how you will measure and evaluate the success of your program** |  |
| **Please outline the goals of your program. What are the results you expect to achieve? How will it impact your community?** |  |
| **Please describe how you will market your funding and include the Junior League of Portland in your efforts** |  |
| **Please include your most recent 990 tax form** |  |

**Office Use Only**:

**President’s Signature**:

**Approva**l:  Yes  No **Date**:       **Amount**: $

**Expectations for Grantees**

Grant funds must only be used for the purposes, over the timeline, and in the manner set forth by your organization in this application. A grantee wishing to change the terms of the grant through extension of the grant timeline or reallocation of the grant funds for a different purpose must email the president of The Junior League of Portland ([president@juniorleagueofportland.org](mailto:president@juniorleagueofportland.org)) with a description of the proposed change. Grantees must receive approval from the president for any requested changes. By submitting an application for an Endowment Grant to the Junior League of Portland, your organization agrees to comply with these grant guidelines should your application be awarded funding.

Furthermore, should your application be awarded funding, you will need to submit a report to the Junior League of Portland once you have spent the money and within the timeline outlined in the grant application. For multi-year grants, grantees will need to submit an annual report and a final report at the end of the grant term. Providing a grant report is required to receive any future grants.

Your grant report needs to be emailed to [strategicplanning@juniorleagueofportland.org](mailto:strategicplanning@juniorleagueofportland.org) and include the following:

* Contact information
* Title of program/grant
* Amount spent to date
* A description of the goals you met as outlined in your application. Please include how the result of your program impacted your community.
* A description of how you measured the success of your program
* A description of lessons learned and goals unmet to date
* Pictures of your grant project, if possible