



Dear Nonprofit Organization Director:

We are excited to announce, once again that our Community Grants Fund is open and we have designated certain funds to support other non-profit organizations in our community.

The Junior League of Reno is dedicated to promoting volunteerism, developing the potential of women and children, and improving our community. As a local non-profit, the Junior League of Reno established a Community Grants Fund to respond to requests from local non-profit organizations seeking financial assistance who support women and children.

Our Community Grants program was created for the purpose of supporting and partnering with others in the community who align with our mission and focus area.

Please see the criteria set forth in the Guidelines for Applicants for additional information.

If you are interested in applying for a grant and your organization meets our criteria, complete the 2020 Junior League of Reno Community Grant application. Please return all required information to the Junior League of Reno no later than 3 p.m. on Friday, April 3, 2020. Our offices close at 3 p.m. on Fridays. The determination for disbursements of grants will be made on or before April 17, 2020. All applicants will be notified of the determinations in a timely manner thereafter.

If you have any questions, please contact the Junior League of Reno office at jlreno@jlr.org or 775-826-0445.

Sincerely,

A handwritten signature in black ink that reads "Julianne Bradford". The signature is written in a cursive, flowing style.

Julianne Bradford
President, 2019 – 2020

The Junior League of Reno (JLR) 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. We empower women and identify our communities most pressing needs and address them with meaningful and relevant programs and initiatives. We build leaders and transform communities.

JUNIOR LEAGUE OF RENO

M: 8175 South Virginia Street, #850, PMB 218, Reno, NV 89511 | **HQ:** 190 W. Huffaker Lane, Suite 407, Reno, NV 89511
P: 775.826.0445 | **E:** jlreno@jlr.org | www.jlreno.org



JUNIOR LEAGUE OF
RENO

2020 COMMUNITY GRANTS

PROCEDURES FOR ALLOCATION OF FUNDS

1. Applications may be obtained from the Junior League of Reno office, located at 190 West Huffaker Lane, Suite 407, online at www.jlreno.org or by emailing jltr@jlreno.org.
2. The Community Grants Committee will consider applications. The Committee may request additional information if deemed necessary.
3. The decision to recommend or refuse funds shall be made by a majority vote of the members of the Community Grants Committee.
4. Applicants shall be informed of the decisions by phone or mail by April 17, 2020.
5. A letter of agreement, in duplicate, shall be sent to all organizations receiving funds.
6. The Letter of Agreement shall include:
 - a. Assurance that the Junior League of Reno's name is used in good favor in any publicity resulting from the use of the Community Grants by the recipient.
 - b. A requirement that recipient organization provide within 30 days a formal acknowledgement of receipt of funds with a general financial statement detailing intended use of monies.
 - c. A status report documenting expenditures and objectives achieved within three (3) months of receipt of funds must be submitted, and every three (3) months thereafter until all monies are expended.
 - d. Junior League or Reno will be provided photos of items and notified of any ceremonies of their presentations.

All monies shall be distributed during the fiscal year in which the funds are allocated. Checks will be mailed upon return of the Letter of Agreement signed by the President of the Board of Directors of the recipient organization.



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2020 COMMUNITY GRANTS

GUIDELINES

The Community Grants Program has been established to allocate limited amount of funds to support community programs that fall within the mission and focus of the Junior League of Reno, Inc.

The Junior League of Reno's mission is to promote voluntarism, develop the potential of women and improve communities through the effective action and leadership of trained volunteers. Our focus is to promote and support health and wellness for women and children in the greater Reno area.

The Junior League of Reno's focus area is women and children.

1. Applicants must be non-profit/charitable organizations with tax-exempt status with the IRS. It is recommended that the organization has been in existence for at least two years. Grants will not be made to individuals.
2. The applicant organization must have a local Board of Directors and must operate within Washoe, Douglas, Lyon or Storey Counties or Carson City.
3. **Applicants must have specific, clearly defined plans for use of the funds requested.** Requests will not be considered for salaries, fund raising drives, or political campaigns. Capital expenditures that demonstrate a relationship to enhancing volunteer programs may be considered.
4. Funds may be used for community conferences, seminars, and publications for the purpose of educating the community.
5. No current Junior League projects or fundraisers may apply.
6. Recipients will be required to submit an accounting of the money expended and a written report describing the project funded.
7. All funds budgeted will be available to be granted to one or more organizations. The decision(s) of the Junior League of Reno, Inc. will be final for awarding all grants.



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2020 COMMUNITY GRANTS

INSTRUCTIONS

SUBMIT TEN (10) COPIES OF THE FOLLOWING

1. Application for Community Enrichment Fund.
2. A list of governing board members with home addresses and phone numbers.
3. Evidence of tax exempt status, e.g. 501(c)(3) determination letter from the IRS
4. Current financial statements, including balance sheet, income statement, statement of cash flows, and operating budget.
5. Detailed summary of all requested items with itemized bids or cost documentation (if applicable) with the preferred bid or vendor indicated and timeline of expenditures.
6. A list of three (3) community references (not Board member) who are knowledgeable about your organization including names, addresses and telephone numbers.

DEADLINE FOR APPLICATIONS: Friday, April 3, 2020 at 3p.m.
(Applications received after this deadline will not be considered.)

MAIL TO:

Junior League of Reno, Inc.
Attention: Community Grants
8175 South Virginia St. Suite 850 PMB 218
Reno, NV 89511

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