



# JUNIOR LEAGUE OF RENO

Dear Nonprofit Organization Director,

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 Enrichment Partnership Fund to respond to requests for small grants from local non-profit organizations seeking financial assistance.

The Junior League of Reno is happy to announce the Community Enrichment Fund will provide a maximum of \$25,000 in small grants that meet the criteria set forth in the Guidelines for Applicants. Funds budgeted will be awarded to one or more organizations. Applications for Community Enrichment Grants will be accepted from March 1<sup>st</sup> until March 30, 2018.

If you are interested in applying for a grant and your organization meets our basic criteria, please complete the enclosed application. Please return all required information to the Junior League of Reno no later than March 30, 2018. The determination for disbursements of grants from the Community Enrichment Fund will be made on or before April 23<sup>rd</sup>, and all applicants will be notified of the determinations immediately thereafter.

If you have any questions, please contact the Junior League of Reno office at 775-826-0445.  
Sincerely,

Dottie Sandoval  
Junior League of Reno 2017-18 President



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## PROCEDURES FOR ALLOCATION OF FUNDS

1. Application may be obtained from the Junior League of Reno office, located at 190 West Huffaker Lane, Suite 407, online at [www.jlreno.org](http://www.jlreno.org) or by emailing [jlr@jlreno.org](mailto:jlr@jlreno.org)
2. The Community Enrichment Fund 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 Enrichment Fund Committee.
4. Applicants shall be informed of the decisions by mail, with copies of letters sent to the Executive Committee of the Junior League of Reno, Inc.
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 any publicity resulting from the use of the Community Enrichment funds 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.

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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## GUIDELINES

The Community Enrichment Fund has been established to allocate limited amount of funds to support community programs that fall within the mission statement 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. Only requests that impact this mission statement will be considered.

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 will 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. The completed application accompanied by requested supporting materials must be submitted by the deadline specified on the instruction form.
7. Recipients will be required to submit an accounting of the money expended and a written report describing the project funded.
8. All funds budgeted will be available to be granted to one or more organizations. The decisions of the Junior League of Reno, Inc. will be final for awarding all grants.



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## INSTRUCTIONS

### ***SUBMIT TEN (10) COPIES OF THE FOLLOWING***

1. Application for Community Enrichment Fund
2. A budget for project for which funds are requested and timeline for expenditures
3. Your annual budget and your most recent financial statement.
4. A list of your Board of Directors with addresses and home phone numbers.
5. The names, addresses and telephone numbers of three (3) community references (not Board member) who are knowledgeable about your organization.

**DEADLINE FOR APPLICATIONS Friday, March 30, 2018**

**Mail To:**

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