



JUNIOR LEAGUE OF THE WOODLANDS

COMMUNITY ASSISTANCE FUND (CAF) 2020-2021 OVERVIEW

Grant Review Committee

The Grant Review Committee (GRC) is led by the JLTW Community Vice President and comprised of current JLTW Members, representing various League committees and programs. The GRC is convened to review Community Assistance Fund requests and present funding recommendations for the JLTW Board of Directors.

GRC members are expected to review and evaluate each application thoroughly and in accordance with the criteria outlined in the orientation materials. Reviewers are expected to score applicants objectively, without bias or regard to any prior relationships with the applying organization, its employees, agents, or representatives and must be prepared to excuse themselves from judging any proposal(s) they are unable to review without bias.

Grant Decision-Making Process

The Community Assistance Fund (CAF) grants operate on annual award basis and grant cycle. JLTW will offer guidance to applicants during the submission process as needed. All requests for funding must be received by the deadline and completed in their entirety, including attachments. Late and/or incomplete applications will not be considered.

- GRC members, independently review each proposal.
- The full Grant Review committee convenes to discuss proposals and develop a list of proposed recipients.
- JLTW's Board of Directors reviews the list and provides the final approval for disbursement of funds.

Please note, applications are not compared with one another. Each proposal is evaluated according to its alignment with JLTW's mission and its potential for significant community impact. Preference is given to projects that include volunteer opportunities for JLTW Members.

Important Dates

April 2 nd	Grant proposals due by midnight
April 30 th	All recipients notified on or before this date
May 1 st	Recipients invited to attend JLTW Annual Meeting to be presented with award. Exact date of TBD

Community Assistance Fund (CAF) Project Eligibility

Before beginning the application process, please review the criteria below to determine if your proposed project is eligible for funding.

- Requests for funding shall be considered from organizations exempt from tax pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any successor statute (the “Code”).
- Requests from individuals shall not be considered.
- The request must align with JLTW’s mission statement:
 - *Junior League of The Woodlands, Inc. 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.*
- Primary consideration will be given to requests which pertain to basic human needs or activities, and which develop or expand a significant service to the community. Projects that include a component for JLTW Members act as volunteers are also encouraged.
- Community Assistance Fund monies must be spent within JLTW’s service area, within one-year of the time awarded.
- The request must be for a specific purpose, with the funds put to work as needed and not held for future contingencies. Request of a recurring projects are discouraged.
- JLTW CAF Awards are restricted funds. Recipients are required to submit Grant Reports upon completion of the project.
- Funding will not be considered for fundraising efforts.

Please contact JLTW Community Vice President 2020-2022, Perisha Burnham community@jltw.org with any questions or concerns.