

Missouri Jaycees Foundation

MISSION STATEMENT

To promote and enhance the educational, charitable, leadership development, and community action programs of the Missouri Jaycee State Organization, its chapters, and members.

Guidelines for Submission of Grant Application:

Applicants must be a member in good standing of a Missouri Jaycee chapter, with authorization of the project/program coming from a local officer of the requesting Jaycee chapter, a Missouri Jaycees state program manager, or a Missouri Jaycees state officer.

All applications must be either emailed to jjenkins@aol.com or mailed to the Missouri Jaycees State Service Center, 222 East Dunklin Street, Suite 100, Jefferson City, MO 65101

The application must be **received** by:

April 1 (for review at the May meeting)

August 1 (for review at the September meeting)

December 1 (for review at the January meeting)

All applications must be in a typed or computer generated format. Forms can be found at www.mojc.org.

Prior applicants who were not previously funded are encouraged to revise and resubmit their requests for funding.

Favorable consideration will be given to proposals that:

- address the Foundation's mission
- benefit a large number of people
- are innovative, creative, and new
- include a good plan for continuation beyond the Foundation's support

If selected as a finalist for Foundation funding, you may be asked to attend our meeting to further discuss your proposal to the members of the Foundation.

If your proposal is funded, the Foundation will require a written evaluation of the effectiveness of the grant proposal funded in a timely manner, but no later than one year after the official announcement of the grant.

Any grant questions can be emailed to jjenkins@aol.com or call the Missouri Jaycees State Service Center at 573-634-2321.

Missouri Jaycees Foundation Grant Application

(Must Be Typed or Computer Generated)
Grant Deadlines: April 1, August 1, December 1

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Chapter/Organization Originating Request From:

Date:

Contact Person Name:

Position:

Telephone:

Email:

Amount of Grant Funds Requested:

Date of When Funds are Needed:

Authorization: I have reviewed this grant application and support its submission to the Missouri Jaycee Foundation.

Signature Local Officer, State Program Manager, State Officer

Print Name Local Officer, State Program Manager, State Officer

Missouri Jaycees Foundation Grant Application

1. **Project Description**: Briefly describe the project/program that you are requesting funding for. Be sure to include other sources of funding, as well as how you plan to raise remaining funds if you only receive a partial grant. Make sure to list other organizations you are working with on the project/program. *Attach any brochures, photos, that will better describe your project/program.

2. **Needs Assessment**: State the specific need for this proposal and how it meets the Foundation's mission.

3. **Benefits**: Describe the projected number of people impacted.

4. **Evaluation**: Indicate exactly how the success of this proposal will be measured. Please note that if your proposal is funded, you are required to report the results to the Foundation.

5. **Continuation**: Please outline efforts that will be taken to continue the project or program after the grant funds are expended. How does this project/program relate to existing programs?

Proposed Budget

	Amount Requested From Foundation	Funding From Other Sources (corporate grants, chapter appropriations, etc)	Total
Expense Categories			
Fees and Services			
Supplies and Materials			
Equipment			
Other (Describe)			
Totals			

Missouri Jaycees Foundation

Grant Procedures

1. Once received, the proposal is checked to make sure it fits within the guidelines of the mission of the Missouri Jaycees Foundation.
2. If proposal falls within guidelines, it is then checked for completeness of the information required.
3. If both of these conditions are met, the proposal is placed on the agenda for the next board meeting.
4. If you plan on sending a representative to explain your request further, then we need to know this by the submission deadline.
5. The Board will then review the request and vote on the amount to grant or decline request. You can expect to receive a follow-up letter either indicating acceptance and amount granted and a separate letter with the check attached. If declined, you can expect a letter describing the reason why your request was declined.

Grant Checklist

- Is the Foundation's mission adequately addressed in your proposal?
- Is your grant typed or computer generated?
- Is your grant application authorized by a local officer, state program manager, state officer?
- Did you attach any secondary information to better describe the project/program you are seeking funding for, brochures, photos?
- Did you answer all five questions?
- Did you include a budget, that includes all funding options?
- Was your grant application submitted to the Missouri Jaycees Foundation by the deadline?