# JALBCA GRANT APPLICATION 2024-2025 – PART 2

# JALBCA Grant Proposal

**[PROJECT TITLE]**

# Proposal Summary (Executive Summary)

The Proposal Summary should be 1-3 sentences and should include the amount of funding requested and a brief general description of the use that would be made of the grant funds.

# Organization Description and History

* Provide a brief history of the organization and information about its mission, structure, governance (including information about its Executive Director, officers and Board of Directors), office locations that would be involved in carrying out the activities that would be funded by the proposed grant, relevant experience and accomplishments of the organization, and established partnerships and relationships that would be important to carrying out the activities funded by the grant.
* Indicate whether the organization received a prior grant from JALBCA and, if so, the year and amount received and a brief description of the project/services funded by the prior grant.

# Explanation of Need for the Project and Population to Be Served

* Explain the need for the project/services that would be funded by the requested grant. Provide evidence that the need exists as well as that the proposed project would contribute to a solution to the need or would reduce the harmful impact of the need. Highlight media and government publications suggesting that the need is a high priority and that the proposed solution is one that decision-makers support and believe in.
* Specify the population and/or interests that would be served by the project/services funded by the grant, including whether services would be provided in underserved areas. Provide information as to whether these services are unique or not currently offered in the geographical area that would be served under the grant.

# Project Description

* Provide a detailed description of the project/services for which the grant money would be used. This description should explain the duration of time during which the funds would support the project, the goals of the project, how they would be achieved, how success or failure would be measured, what services you promise to deliver to what population and what results you expect to bring about. A useful structure is to break the project down into component goals. Use each goal as its own heading and under each goal heading, list and describe the activities that would be funded to achieve that goal and how achievement of that goal would be defined and measured.
* Specify how these services further JALBCA’s mission.
* Provide a detailed statement of the experience the organization has in providing these services or, where the organization is new or starting a new area of service, the experience the staff who would provide these services has in providing similar services. Please include detailed information about the staff who would work on the project, including their experience and qualifications to perform the activities that would be funded.
* If the organization has previously provided these services, include documented results or metrics for the success of the past program or services.

1. **Proposal to Partner with JALBCA**

Identify one or more ways in which the organization and JALBCA could partner in connection with the proposed grant to further the mission and interests of the organization and of JALBCA.

# Project Timeline/Budget Timeline

Using your Project Description, provide a timeline that shows the chronological order in which the activities listed under each goal heading would be undertaken and/or completed. Also include information about how/when funds that are awarded would be spent to support each activity.

# Budget

Provide a table with categories of expenditures that would be funded by the requested grant, how much funding would be required for each category, and how much of that funding would come from JALBCA as opposed to other funding sources.

|  |  |  |  |
| --- | --- | --- | --- |
| Example: **Expenditure for Project Funded by JALBCA Grant** | **JALBCA Grant** | **Funds from Other Sources** | **Total** |
| Salaries | $12,000 | $ 6,500 | $18,500 |
| Equipment | $ 8,000 | $ 2,800 | $10,800 |
| Rent | $ 3,700 | $ 4,100 | $ 7,800 |
| Utilities | $ 1,200 | $ 1,300 | $ 2,500 |
| Transportation | $ 100 | $ 300 | $ 400 |
| **Total** | $25,000 | $15,000 | $40,000 |

# Renewal Grant Requests

If this is a renewal grant request, please provide the amount and period of the prior grant. Provide a summary of the activities that were funded by the prior grant as well as a summary of the goals and whether and how they were achieved, including a description of how the achievements of the goals were defined and measured. Also include information about any changes in the staff who worked on the project and why those changes occurred. If an increase in the amount previously funded is requested, please provide a detailed explanation of why additional funds are needed and how the additional funds would be used.

1. **References**

Provide names and contact information for at least three references from professionals who have worked with or observed the organization or, if the organization is new or would use the grant to provide a new area of service, the staff who would be providing services under the grant. Do not submit references from clients or members of the organization’s board or a current member of JALBCA’s Board of Directors. You may list an organization as a reference as long as you provide the name and contact information for an individual at that organization whom JALBCA can contact concerning your organization.

1. **Additional Materials**

- Submit audited financials for the organization, including information on its debt-to-asset ratio, and the Forms 990 that the organization filed in the last three years (please submit these financial materials in one or more separate PDFs, not as part of the PDF that includes Parts 1 and 2 of the application and the additional materials listed below);

- Provide an affirmation in the form below addressing whether or not the organization is in bankruptcy or about to file for bankruptcy, and whether or not the organization or its Executive Director, Chief Executive Officer, President or Chief Financial Officer is under investigation or being prosecuted by any law enforcement agency or regulatory agency (replace bracketed text with information specific to your affiant or organization and, in paragraphs 2 and 3, delete any bracketed instructions and bracketed text that does not apply to your organization);

- Provide a list of any litigation pending against the organization or a statement that there is no pending litigation;

- Provide a list of any prior regulatory violations by or criminal convictions of the organization or its Executive Director, Chief Executive Officer, President or Chief Financial Officer or a statement that there are no prior regulatory violations or criminal convictions; and

- Provide any other material that would help JALBCA in evaluating the grant application.

**Form of Affirmation to Be Completed by Applicant and Submitted to JALBCA with the Application:**

AFFIRMATION OF [NAME OF AFFIANT]  
  
STATE OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, [NAME OF AFFIANT], hereby affirm that the following information is true, correct and complete, to the best of my knowledge and belief:

1. I am the [TITLE] of [NAME OF ORGANIZATION].
2. [NAME OF ORGANIZATION] [is] [is not] in bankruptcy or about to file for bankruptcy. [If organization is in bankruptcy or about to file for bankruptcy, please provide relevant information, including the date and venue of the filing, the filing number and a copy of the bankruptcy petition, if any.]
3. [NAME OF ORGANIZATION] or its Executive Director, Chief Executive Officer, President or Chief Financial Officer [is] [is not] under investigation or being prosecuted by any law enforcement agency or regulatory agency. [If the organization or any of its Executive Director, Chief Executive Officer, President or Chief Financial Officer is under investigation or being prosecuted by any law enforcement agency or regulatory agency, please provide relevant information for each such investigation or prosecution, including the name and position of any individual who is under investigation or being prosecuted; the name of the law enforcement or regulatory agency; the subject matter of the investigation or prosecution; the case or matter number, if any; a copy of the indictment, complaint or other prosecutorial instrument, if any; and the status of the investigation or prosecution.]

Date: Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 [NAME OF AFFIANT]