



## Fort Bend Junior Service League

P.O. Box 17387 • Sugar Land, Texas 77496

E-mail: [brccom@fbjsl.com](mailto:brccom@fbjsl.com) • [www.fbjsl.com](http://www.fbjsl.com)

## Community Assistance Fund Application

### MISSION STATEMENT:

The Fort Bend Junior Service League is an organization of women committed to promoting volunteerism, to developing the potential of women and to improving the Fort Bend County community through the effective action and leadership of trained volunteers. Our purpose is exclusively educational and charitable as well as providing an atmosphere of friendliness, goodwill and camaraderie for all members.

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Date Completed

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Agency Name

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Contact Person

Telephone

Email Address

---

Mailing Address

Street Address (Site Visit Location)

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Website

Fax Number

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Executive Director

Telephone

Email Address

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Board Chair

Telephone

Email Address

**Please check one of the following:**

- New Agency (An agency with no prior relationship with FBJSL)  
 Current or Prior Relationship Agency

Check all that apply and give date:

- CAF Recipient –  
Date(s): \_\_\_\_\_ Amount(s): \_\_\_\_\_  
 Event Beneficiary –  
Date(s): \_\_\_\_\_ Amount(s): \_\_\_\_\_

***If you have received funds previously through FBJSL, have you submitted a Final Status & Expenditure Report? YES or NO***

***If no, please explain below:***

**FINAL STATUS & EXPENDITURES REPORTS ARE DUE WITHIN 90 DAYS OF RECEIPT OF FUNDS FROM FBJSL. FSR SHOULD BE EMAILED TO [BRCCOM@FBJS�.COM](mailto:BRCCOM@FBJS�.COM).**

**Please provide the following information about your agency and grant request.**

1. Please describe the Purpose/Mission of your agency:
  
  
  
  
  
  
  
  
  
  
2. Please describe the Programs/Services provided by your agency:
  
  
  
  
  
  
  
  
  
  
3. Please describe the geographic areas and client populations served by your agency:
  
  
  
  
  
  
  
  
  
  
4. Amount Requested by your agency:  
Please briefly describe your grant request:
  
  
  
  
  
  
  
  
  
  
5. Please provide the timeframe for the use of grant funds requested, along with any information relating to a funding deadline for your agency's request:
  
  
  
  
  
  
  
  
  
  
6. Would your agency be willing to accept partial funding? What consequences, if any, to this particular grant request are anticipated if FBJSL can only partially fund your request?

**Please include the following information with your completed application:**

- Current annual operating budget
- Copy of most recent financial statements (audited, if available)
- Copy of current IRS determination letter indicating 501(c)(3) tax-exempt status, along with a statement on your organization's letterhead signed by the Executive Director that there has been no change in the organization's tax-exempt status
- Current list of Board of Directors
- If you have additional information or supporting documents related to your grant request (i.e. project budget, replacement cost estimate, etc.) that may be helpful to FBJSL in reviewing your application, please feel free to include it.
- Exact date CAF funds are needed.

**DISCLAIMERS:**

By submitting a grant application, your agency is agreeing to notify FBJSL immediately in the event funding for the item(s) / project (s) requested is committed or received from another source.

If requested, applicant agrees to provide an authorized representative(s) from your agency to meet with the FBJSL Beneficiary Review Committee and/or FBJSL Board of Directors to present and discuss its application.

A Final Status & Expenditure Report (FSR) for funds received is due within 90 days of receipt of funds from FBJSL. FSR should be emailed to [brccom@fbjssl.com](mailto:brccom@fbjssl.com).

*Application is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, for funds in the amount of \$ \_\_\_\_\_ on behalf of:*

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Official Name of Agency

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Signature of Authorized Agency Representative

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Printed Name

Title

**This application constitutes a contract as to how the funds are to be spent. Any funds not spent for the specific purpose stated in this contract must be returned to the Fort Bend Junior Service League.**

*Thank you for applying for a Community Assistance Fund grant from FBJSL.*