



**JUNIOR LEAGUE OF
PINE BLUFF**

Women building better communities

COMMUNITY ASSISTANCE FUND GUIDELINES

I. GOAL

The Community Assistance Fund (CAF) will enable the Junior League of Pine Bluff to distribute monetary grants to tax exempt agencies and organizations in need of financial assistance.

II. POLICIES

- A. Primary consideration shall be given to the following types of requests:
 - 1. Those of an emergency nature.
 - 2. Those which develop or expand a significant service to the community.
 - 3. Agencies facing the possibility of a temporary disruption of services.
- B. The maximum amount per agency will be \$2,000.00 within a 12 month period.

III. FUNDING CRITERIA AND GUIDELINES

The following criteria must be used to determine whether a request is acceptable for further consideration:

- A. The agency must submit a completed application form. (See attached)
- B. The agency must be a non-profit, tax exempt agency and attach a copy of their 501(C)(3) status or status pending.
- C. Each request must be for a specific purpose.
- D. The requesting agency must have a local board.
- E. Funds must be used within Jefferson County.
- F. Monies funded must be committed to use within 90 days. However, use must occur prior to June 1. (Note: The use must occur within the accounting year it was approved. Accounting year is from June 1 to May 31.)
- G. A collaborative effort between agency and the League is requested for publicity.
- H. The following requests will not be considered for funding:
 - 1. From individuals
 - 2. Religious instruction or teaching
 - 3. Travel expense
 - 4. Fundraising donations or expenses
 - 5. Political activities
 - 6. Building funds
 - 7. In excess of \$2,000.00
 - 8. From agencies which have a project currently funded by the League
 - 9. From agencies receiving CAF monies within a previous 12 month period

IV. ADDITIONAL

- A. After approval by the Junior League Board and upon receipt of appropriate expenditure receipts from the agency, the Junior League will dispense the funds.
- B. An agency follow-up evaluation report is due within six months after any funds have been granted. The report should include:
 - 1. An accounting of how the money was spent.
 - 2. How the needs were met.
 - 3. What was achieved by the funding?The evaluation should be sent to the address on the application form.



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APPLICATION FOR COMMUNITY ASSISTANCE FUND MONIES

Agency: _____

Tax Identification Number: _____
(Copy of 501(C)(3) authorization letter or copy of application for 501(C)(3) status pending must be attached.)

Amount of funds requested: _____ Date funds needed: _____

Use of funds:

Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1. How many people will be affected?

2. How long will the products of the funding be used? How will the products of the funding be used?

3. Has this application been seen and approved by your Board of Directors?

4. Are there other sources of funding available? Have those been tried?

5. Have you taken bids on the proposed project? Do you have prices? Please attach copies. Please indicate which bid you would prefer the League to consider.

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6. Any specific information as to use of funds or products of funding.

Requested by: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Mail completed form to: Junior League of Pine Bluff, Inc.
Attention: Community Vice President
P.O. Box 2167
Pine Bluff, AR 71613-2167

A notification letter will be sent within 30 days of receipt of application regarding the approval or denial of application.