

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 to financial assistance.

II FISCAL POLICIES

- A. Money will be set aside annually for the CAF. The total amount of the fund for any one year should be equal to fifteen percent of all community fundraising net income from the preceding year. The amount will be included in the budget and approved by the Board and the general membership. Any amount remaining in the fund at the end of the fiscal year will be returned to the general fund.
- B. 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.
- C. The maximum amount per agency will be \$2,000.00 within a 12 month period.
- D. The timing of the expenditure of funds throughout the year should be decided by the Board of Directors. Prudent attention to avoid spending all available funds in the first few months is important.
- E. Monies, or a portion thereof, approved to fund a project which fails manpower vote may be allocated to the CAF by a 2/3 vote of the Board of Directors; not to exceed \$3,000.00.

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. STRUCTURE AND PROCEDURES

A. At the beginning of the League year the Community Vice President will be responsible for notifying agencies of the CAF monies available. Notification should include the criteria for funding and a brief description of the application process. Responsibility for managing the budgeted funds and for evaluating the use and success of such funds within six months of allocation also rests with the Community Vice President.

B. The applications will be received, processed, and presented to the Board of Directors by the Community Vice President. All qualifying requests will be presented.

C. The Board of Directors is responsible for final approval or denial of the application. Notification should be made, in writing, by the Community Vice President immediately upon approval or denial. Notification shall be made within 30 days of receipt of application.

D. In every funding situation, the Community Vice President will keep the membership informed of each approved application through announcements at general meetings and ACCENT articles.

E. An agency follow-up evaluation report would be 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 Community Vice President receives the evaluation and reports to the Board of Directors.

F. After approval by the Junior League Board and upon receipt of appropriate expenditure receipts from the agency, the Junior League will dispense the funds.

V. EVALUATION OF CAF PROCEDURES

A group consisting of the President, President-Elect, Community Vice President, Treasurer and Advisory Planning Chairman will evaluate the total program no later than February 1, 2004. Suggested areas to address:

A. Has the total program been an effective use of League monies and manpower?

B. Have the collaborative efforts of the agencies and the League produced positive publicity?

C. Is the maximum funding of \$2,000.00 acceptable or should limit be lowered (to serve more agencies) or raised (to provide more help per agency)?

D. Does the Community Vice President have too much responsibility (i.e., does the Community Vice President need a committee or should a separate Community Assistance Fund Committee be established?)

E. Should all qualifying agencies be notified annually or should there be notification on a one time basis, with new agencies being notified upon formation?

F. Is 15% of net income of preceding year fundraiser acceptable?

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
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-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

Requested by: -----

Title: -----

Address: -----

Phone #: -----

APPLICATION FOR COMMUNITY ASSISTANCE FUND MONIES

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.

APPLICATION FOR COMMUNITY ASSISTANCE FUND MONIES

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

MAIL TO: JUNIOR LEAGUE OF PINE BLUFF, INC.
ATTENTION: COMMUNITY VICE PRESIDENT
POST OFFICE BOX 2167
PINE BLUFF, AR 71613-2167