



Dear Community Agency,

The Junior League of Oakland East-Bay, Inc. (JLOEB) is pleased to announce our 2018-2019 application process for the Community Enrichment Fund (CEF) Grants. The CEF Grants were created to allow JLOEB to contribute to the financial needs of community agencies located in Alameda and Contra Costa Counties. Grants will be awarded in April/May 2019. Community agencies are eligible to apply for and receive a grant once per year. We focus our grant giving to agencies that match our mission of helping East Bay families achieve self-sufficiency, through initiatives that focus on clothing, food, housing and jobs. Our Operating Policies place the following restrictions on these grants:

- Individual grants shall not exceed \$5,000.
- Funds shall only be granted to programs that fall under the focus area of the League, *Family Self-Sufficiency*. (NOTE: please be specific in how your grant proposal directly ties in with food, clothing, housing or job needs in our community).
- Funding shall not be considered for the following types of expenditures: An individual's project, research, staff training seminars, travel expenses, tuition, scholarships or fundraising projects. Applications for funding of staff salaries are not encouraged.
- Grants shall not be given concurrently with any other League funding.
- Grants shall only be granted to nonprofit 501(c)3 agencies which demonstrate financial stability.
- Priority will be given to funding requests for the following:
 - (i) Programs that effectively utilize volunteers or seek to develop volunteer components.
 - (ii) Programs that fill emerging gaps in community services.
 - (iii) Programs that demonstrate grassroots community involvement
 - (iv) Programs that allow for opportunity for long-lived impact within the organization.
 - (v) Programs with a broad demographic reach – those that serve people of diverse races, religions and ethnicities.

Community Enrichment Grant applications are not reviewed until after the deadline of **December 14, 2018**. If you are in need of an extension, please contact us directly at JLOEBcommunityprograms@gmail.com.

JLOEB invites you to review the attached application for specific requirements, deadlines, and additional information pertaining to Community Enrichment Fund Grants. We look forward to hearing from you!

Sincerely,

Joan Do

Director, Community Programs Council

Junior League Oakland-East Bay, Inc.

1510 3rd Avenue
Walnut Creek, CA 94597

Phone (925) 284-3740

Fax (925) 284-5221

Email JLOEBcommunityprograms@gmail.com

Website <http://www.jloeb.org>

The Junior League of Oakland-East Bay is an organization of women committed to promoting voluntarism, developing the potential of women and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

1510 3rd Avenue, Walnut Creek, CA 94597 (925) 284-3740 www.jloeb.org
501(c)(3) nonprofit organization: tax I.D. # 94-1316430



JUNIOR LEAGUE OF OAKLAND-EAST BAY

2018-2019 Community Enrichment Grant Application

E-Mail this application in PDF format by **December 14, 2018**, with your comments and attachments to: JLOEBcommunityprograms@gmail.com

Applications by postal mail are also accepted:

Junior League of Oakland-East Bay, Inc.
Attention: Joan Do, Director, Community Programs Council
1510 3rd Avenue
Walnut Creek, CA 94597

Please note that we do not hold regular office hours and will not accept in-person applications.

Name of Organization _____

Address _____

City _____ Zip Code _____

Contact Person _____ Title _____

Phone _____ Fax _____

E-Mail _____

Grant Amount Requested _____ Agency's Fiscal Year Period _____

Has this agency requested financial assistance from the JLOEB within the last five (5) years?

No Yes

If yes, please detail request(s), include, dates, amounts, result of request:

If this agency has received previous JLOEB funding, please list the name of the project/program, the funding amounts and the date:

2018-2019 Community Enrichment Fund Grant Application

Please include and attach the following information with this Application (be advised that any application missing any components of the criteria listed below will be viewed as incomplete and will not be given consideration in the selection process):

1. A brochure describing the purpose, history and programs of your agency. If you do not have a brochure, enclose a write-up describing the purpose, history and programs of your organization. Please keep written information concise.

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2. Please make clear how your proposal connects to Family Self-Sufficiency: food, housing, clothing or job needs in the community. This is a critical component to the evaluation process.
3. Specify how your agency will use the funds requested. You must provide an itemized budget that provides specific dollar amounts for each objective.
4. Provide a current list of your Board of Directors and Officers, their addresses and phone numbers, as well as any pertinent affiliations.
5. One copy of your agency's fiscal year operating budget for time period covering this current year.
6. A copy of your most recent audited financial statements. If you have not produced audited financial statements within the last year, a copy of your unaudited financial statements is acceptable.
7. A record of your agency's funding sources specifying the approximate funding amounts for each source throughout the past two years.
8. Verification of your 501c(3), non-profit status.

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