

**Junior Board of Rock Island
Donation Guidelines and
Application for Request of Funding**

The Mission of Junior Board of Rock Island:

The Junior Board of Rock Island is women joined in friendship, working together to serve children in our community, primarily by supporting Project Nest and Nest Newborn in collaboration with UnityPoint at Home, by direct volunteer service and fundraising for their child-related causes.

Guidelines:

The Junior Board of Rock Island has set forth guidelines for community donations in an attempt to concentrate on areas of need of children within our community (the greater Quad City area). Donation requests should fall within the following areas of interest:

- Children at Risk
- Children and Literacy
- Poverty and Hunger - Children
- Environment - Children
- Education/School Events
- Anti-Violence/Community Safety - Children

The Junior Board of Rock Island will consider requests outside of these areas when they meet needs within our community. These guidelines should be used when making a request to the Junior Board of Rock Island.

In an attempt to maximize our exposure and the usage of funds, the following requests will generally not be considered:

- Political fundraising
- Salaries, benefits or administrative costs of start-up programming
- Fundraising events that benefit individuals

Deadlines:

All requests should be made prior to the set review period, and our current deadline is set for April 10, 2020. In some cases, a community partner may be asked to present at a monthly General Meeting to educate us about your project/program/event. If this is necessary, a representative of Junior Board of Rock Island will contact you.

Proposals will be reviewed annually in late April-early May. Your Agency/Organization will be notified in writing of the grant decision on or around May 31, 2020.

Proposals:

Proposals should include the following items:

- Mission Statement of your Agency/Organization
- A narrative to include the history of your Agency/Organization, how you serve the community, demographics of persons served, number of persons served, and how the funds will be used
- Any relationship on the part of any committee member or Board member of Junior Board of Rock Island to the Agency/Organization to be funded must be disclosed. Such a relationship shall preclude the committee or board member from voting on the request.
- List of current board members and their affiliations, if applicable
- Annual Report, if available
- A current Agency/Organization budget or project/program/event budget, if available
- Cover sheet (supplied in packet)

Project/Program/Event Follow-up:

All projects/programs/events that are funded may be requested to supply Junior Board of Rock Island with a report that includes the following:

- How did you use the donation/contribution?
- Provide a photograph(s) of the project/program/event
- Receipts for any equipment or supplies purchased

Submit your requests and questions to:

Junior Board of Rock Island
Attention: Treasurer, Kristen Doonan
PO Box 6041
Rock Island, IL 61201

Or

juniorboardrockisland@gmail.com

**Junior Board of Rock Island
Cover Sheet
(Application for Request of Funding)**

Agency/Organization Name: _____

Date of request: _____

Location Address: _____

City/State/Zip: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Contact Person and Title: _____

Have you received funding from the Junior Board of Rock Island in the past?

Circle One: Yes No

If yes, what type of support have you received? (Provide dates, amounts and types of support)

Does your Agency/Organization have a website? If yes, please provide address:

Is this an annual project/program/event?

Amount of Requested Funds:

Signature of Applicant

Date

Printed Name and Title of Applicant

Submit to: Treasurer, Junior Board of Rock Island, PO Box 6041, Rock Island, IL, 61201 or
via email at juniorboardrockisland@gmail.com