



Junior League of Reno Grant Policy 2020-2021

Our Mission: The Junior League of Reno 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.

SECTION I. Funding Purpose

Through its grants, the Junior League of Reno (JLR) distributes funds to enhance the quality of life in Reno. JLR honors its commitment to its members and donors by returning the proceeds of its fundraising activities, in the form of grants, to the geographical areas and communities where membership and support are obtained. Grants are awarded annually to local organizations with programs dedicated to community/social service, education, culture, or local history.

SECTION II. Geographical Limitations

JLR provides grants to organizations benefiting Washoe County, primarily the city of Reno & Sparks, and contiguous communities.

SECTION III. Organization Qualifications

To qualify for a grant, an organization shall meet all the following criteria:

1. Have nonprofit status, 501(c)3 confirmed by an IRS Letter of Determination or other IRS documentation dated at least two years prior to the date of grant application in the exact name of the applicant.
2. Be community-based, that is, have a physical presence in and have requested funds that provide benefit to the local community.
3. Be locally governed, that is, have a governing or advisory board with local representation.
4. Have a minimum of two years of continuous service in the local community.
5. Be nonpolitical, that is, not be affiliated with, represent, or espouse political beliefs, programs, etc.
6. Submit an application that benefits the organization only, that is, an organization may not apply on behalf of another organization, even if they are related or partnering.
7. Request funds dedicated to one or more of the following purposes: community/social service, education, culture, or local history that align with the mission of Junior League of Reno.

SECTION V. Grant Requests

1. JLR **accepts** grant requests for the following types of funding:



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- a. Capital expenditures, e.g., equipment, furniture/fixtures, and other improvements (*preferred type of grant*).
- b. Operating support, except for salaries/wages & rent
- c. Program support, e.g., funds needed for critical services, client needs, and special projects/programs, including purchases and subsidy for low-income/disadvantaged clients.
- d. Construction projects underway at the time of the application or that will be completed by July 1, 2022 and small remodeling projects with a time frame of less than four months are considered.

Note: Any request involving public schools must come from their district's Public-School Foundation and be administered under its auspices.

2. JLR **does not** provide grants for:
 - a. Underwriting of entertainment venues/events or for an organization's fundraiser.
 - b. Funding for any type of capital campaign, building fund, endowment, trust, or special fund.
 - c. Support for another organization's grant, allocation, award, or scholarship program.
 - d. Research or pilot programs.
 - e. Loan interest, any form of tax, or penalty payments.
3. Questions about the qualification of a potential grant request may be directed to the Grant Allocations Chair at President@jlreno.org prior to submitting an application.

SECTION VI. Application Requirements

1. Only one application will be accepted from an organization apart from universities and government entities. If an organization requests multiple items, these must be prioritized.
2. If an organization has changed its name and an updated IRS Letter of Determination has not yet been obtained, a State of Nevada Certificate of Amendment and IRS-990 name change filing shall accompany the application.
3. An organization shall not apply for a grant on behalf of another organization, even if they are related or partnering. Grant funds may not be sub-granted, regranted, or awarded as scholarships.
4. The organization's governing/advisory board or its department head shall approve the application prior to its submission.
5. The organization must be in sound financial condition (self-sustainability for at least 2 years) and must not be the defendant in any legal action, be under review by any state or federal agency, or have any tax liens.
6. The organization must be up-to-date and in compliance with all federal and state tax laws and all required certifications for operating the agency.



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7. Previous grant recipients must have returned all receipts, expenditure documentation and unused funds on any previous grant by July 1 of the grant year or have submitted and had approved by the Grant Allocations Committee a request for an extension.
8. All application questions must be answered unless a written exemption is obtained from the Grant Allocations Chair no later than February 15. If an exemption is obtained, note the exemption in the appropriate blank and include a copy of the written exemption approval.
9. Grant requests encompassing more than one item must include an itemized list with respective dollar amounts listed and totaled. Two written bids shall be submitted for all items with the selected bid highlighted.
10. "Bids" include not only items to be purchased but also competitive cost data for all components of the grant request. If the applicant believes that bids are not appropriate, the Grant Allocations Chair shall be consulted in writing no later than February 15. With inclusion of the chair's written approval, other documentation shall be accepted.
11. If grant money is to be matched by other revenue sources or if significant other funding must be obtained in order to complete the project, the applicant shall demonstrate that the project can be completed by July 1 of the grant year.
12. Only the required material may be submitted.

SECTION VII. Application Process

1. Applicants complete the 2020-21 grant application form found on the JLR website.
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2. Grant applications and required attachments shall be submitted as email attachments to President@jlreno.org no later than March 12.
3. Grant applicants who meet the qualifications noted in Section III and the requirements listed in Section VI shall complete an interview with the Grant Allocations Committee on March 26th or 27th 2021. Applicants will be notified of their assigned interview time by email and must confirm the appointment as specified in that notice.
4. Grant applicants shall have two representatives at the interview as follows: the CEO/Executive Director, or his/her Staff designate, and the Board of Directors President/Chair, or his/her Board Officer designate.

SECTION VIII. Disbursement

1. Recommendations from the Grant Allocations Committee are presented to the JLR Board of Directors for approval at the April Board Meeting.
2. Notifications to recipients are emailed thereafter.
3. Grant checks are disbursed at the JLR Spring event where recipients will be recognized. Recipients unable to attend must make alternate arrangements with the Grant Allocations Chair to receive grant checks.



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4. Recipients shall sign the *JLR Memorandum of Understanding (MOU)* prior to disbursement of grant funds. No funds shall be disbursed without prior receipt of a correctly executed MOU.
5. The MOU is a binding agreement between JLR and the recipient organization and may not be altered by the recipient.

SECTION IX. Grant Utilization and Documentation

1. Grant recipients shall submit all expenditure documentation and return any unused grant funds more than \$100, as detailed in the MOU, by July 1 of the grant year. If documentation and any unused funds have not been provided by July 1, all grant funds shall become due and payable to JLR immediately.
2. If exigencies prevent the submission of documentation by July 1, the recipient must submit a request in writing or by email, request for an extension by June 15. Extension requests must be approved by the Grant Allocations Committee. Such extensions are rare. Recipients who receive extensions cannot apply for a new grant until all appropriate expenditure documentation is received and approved.
3. Receipts and other documentation shall be emailed to President@jlrreno.org.
4. Grant money shall be used for the item(s) in the grant application as listed on the MOU. No substitutions shall be made unless authorized in writing by the JLR Grant Allocations Chair.
5. Inappropriate use of JLR grant funds shall void the entire grant, and all funds shall be returned to JLR.

The completed application and all required attachments shall be sent as email attachments to
President@jlrreno.org by March 12th

Please contact President@jlrreno.org with any questions.

**The Junior League of Reno appreciates all the work that you do in our community!
We are proud to be your partners in providing needed services.
Thank you for submitting a grant application.**