

FAMILY ★ COMMUNITY



HINSDALE JUNIOR WOMAN'S CLUB

THE HINSDALE JUNIOR WOMAN'S CLUB
PHILANTHROPIC GRANT APPLICATION
2018-2019

NAME OF ORGANIZATION: _____



Thank you for applying for a Hinsdale Junior Woman's Club Grant. If you have questions about the Grant Application Process, please contact: philanthropyhjwc@gmail.com

Guidelines and Requirements

- Agency must be 501c3.
- Your organization must service women and children in the Chicagoland areas.
- Applications are due and must be postmarked between September 1 and no later than October 1 of this calendar year.
- Once an organization has received a grant of \$25,000 or greater from HJWC from 2016 and beyond, your organization cannot reapply for 3 years from last grant giving year.
- Maximum grant application is \$100,000.
- No Endowments will be considered for grants.
- Applications must be filled out completely and with all information requested provided for consideration.
- HJWC will not award grants to parent-teacher associations/organizations or to parent-teacher-student associations.
- Organizations must have no political affiliation.
- Grants would be to fund for tangible items or projects up to the maximum grant fee.
- Organizations with a written policy of discrimination against any person or group based on sex, race, disability, sexual orientation, gender identity or any other basis would not be considered for a grant.
- Site visits and presentations of your grant request can be requested and would be deemed necessary for consideration.
- Receipts for grants funded and/or photo of completed projects would be required from all grant recipients for consideration of future grants.
- If service projects are available through your organization, please fill out the HJWC Service Projects Application.



The Hinsdale Junior Woman's Club Philanthropic Grant Application
(Please submit an original and 11 copies of this application)

Name of Organization: _____

Address, City, State, Zip: _____

Contact Person, Title: _____

Phone Number: _____

E-Mail address: _____

Name of person administering grant, Title: _____

Phone Number: _____

Location of Service Project

(If Applicable): _____

Organization type: _____

How many people are currently served by your organization: _____

Describe in detail how you would use the HJWC Grant and how it would benefit your organization:

Dollar amount of this request : \$ _____

How many people will be served by this grant: _____

Project Description

(Briefly describe the geographic area and people you serve. Include relevant timetables as they apply to this specific grant)

How did you learn of Hinsdale Junior Woman's Club Philanthropic Grants?

Prior Applicants

Date of last application to The Hinsdale Junior Woman's Club: _____

Previous grants received from The Hinsdale Junior Woman's Club (include year, amount and purpose), if any:

Other relevant information useful for evaluation of this request:

Organization's Web Site URL: _____



The Hinsdale Junior Woman’s Club

Philanthropic Grant Application - Financial Summary

IF YOU ARE PART OF A LARGER ORGANIZATION, THIS FINANCIAL SUMMARY MUST REFLECT YOUR SPECIFIC BUSINESS UNIT

Name of Organization: _____

Budget Information

Budget: (Current/Projected): _____

Fiscal Year Ending: _____

Revenue	Amount	Percent
Earned		
Foundation/Corporation		
Individuals		
Government		
United Way		
Special Events/Other		
Investment Income		
TOTAL		100%

Expenses	Amount	Percent
Program		
Administrative		
Development		
Other		
Total		100%

Actual- Most Recent Closed Fiscal year

Fiscal Year Ending: _____

Revenue	Amount	Percent
Earned		
Foundation/Corporation		
Individuals		
Government		
United Way		
Special Events/Other		
Investment Income		
Total		100%

Expenses	Amount	Percent
Program		
Administrative		
Development		
Other		
Total		100%

Administration Information

Number of total paid staff: _____

Number of volunteers: _____

Number of administrative personnel: _____

Top five corporate/individual donors for recently completed fiscal year
(include amounts):

- 1.
- 2.
- 3.
- 4.
- 5.

Top five confirmed donors for current fiscal year (include amounts):

1.

2.

3.

4.

5.



The Hinsdale Junior Woman's Club Philanthropic Grant Application - Checklist

Name of Organization: _____

****These instructions should be followed closely. Do not submit a variation of these forms or we will ask you to resubmit in this format.****

Please submit 11 copies (stapled) and one original of the following:

___ Grant Application

___ Three (3) bids, purchase order, or statement from supplier showing exact amount of the request.

___ Please submit one copy of each of the following documents:

___ This page: the 'check list' with original signature

___ Latest full year audited financial statements.

___ Latest IRS Form 990.

___ Current tax exempt certificate from the Internal Revenue Service.

___ List of members of the governing board, staff and directors.

___ (Optional) For organizations receiving a previous grant, please include a report or evaluation of its success.

___ 501c3 Documentation

NOTE: Brochures and other information should not be submitted at this time. You may bring 2 brochures with you to your interview if you wish.

The undersigned hereby states that he/she has read the Hinsdale Junior Woman's Club Philanthropic Grant Guidelines, and that this Grant Application conforms to those guidelines. The undersigned further hereby certifies that all of the foregoing information and attachments are correct to the best of his/her knowledge. **NOTE: Incomplete applications will not be considered.**

Signature: _____
(Must Submit Original Signature)

Date: _____

Printed Name & Title:

****ALL ORIGINAL APPLICATIONS AND 11 COPIES MUST BE
POSTMARKED BETWEEN SEPTEMBER 1 AND OCTOBER 1, 2018 TO BE
CONSIDERED.****

PLEASE MAIL TO:
The Hinsdale Junior Woman's Club
Attn: Philanthropy
P.O Box 152
Hinsdale, IL 60521