



## JUNIOR LEAGUE OF DENVER

DEVELOPING THE POTENTIAL OF WOMEN SINCE 1918

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### 2018-2019 100<sup>th</sup> Anniversary Literacy Grants

The Junior League of Denver (JLD) Grants Committee is awarding up to \$50,000 to qualified local nonprofits that support the JLD's focus of improving literacy rates in the Denver metro area. Programs working with all ages of children or adults may apply. Funds will be awarded in May 2019, to be used by May 2020.

Nonprofit organizations that meet the guidelines below are invited to submit a **Concept Letter** via email describing how the grant money would be used. The Grants Committee will review the concept letters and invite a number of semi-finalists to submit a full proposal. Site visits will be conducted with all finalists.

#### To qualify for a grant:

- Your agency must support the JLD's focus of improving literacy rates in the Denver metro area.
- The grant must be used for the benefit of the Denver metro community.
- Applicants must have a 501(c)(3) status with the IRS.
- Your agency must have a local board of directors.
- Your agency must have a non-discrimination policy.

Requests will NOT be considered for the following:

- Fundraising drives
- Building fund/capital campaigns
- Mileage reimbursement
- Travel expenses
- Scholarships
- Research projects
- Administrative staff salaries
- Sectarian religious projects
- General operating funds

If you are aware that any JLD member is involved with your organization, please contact the chair of the Grants Committee at [jldgrants@jld.org](mailto:jldgrants@jld.org). A JLD member who has a potential conflict of interest will remove herself from discussion and voting related to the JLD Grant, and the member will complete a JLD Conflict of Interest form to be filed with the JLD.

#### Qualified applicants should submit the following:

1. A concept letter (no longer than **two typed pages**) including:
  - A. What the project or program will accomplish and how it will be accomplished
  - B. How the project or program fits within the JLD's focus on improving literacy rates in the Denver metro area
  - C. Project time frame
  - D. Whom the grant will benefit (target population)
  - E. Project sustainability (if applicable)



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- F. Amount of request (not to exceed \$50,000)
  - G. Agency contact information (including name, address, phone number, and email address)

### 2. Attachments (**each item is not to exceed one page**)

- A. Organization summary
- B. Budget sheet for the project/program listing expenses and brief descriptions of how each expense supports the proposal and who else you are planning on receiving funding from for this request (please list funder, requested amount, and current status)
- C. Proof of your tax-exempt status
- D. List of Board of Directors (please include names and company affiliations)

### **Please notify the Grants Committee of your intent to apply via email by Friday, October 19, 2018.**

Concept Letter and attachments are due via email to [jldgrants@jld.org](mailto:jldgrants@jld.org) by 5 pm on Friday, November 5, 2018. Do not include non-requested attachments, including annual reports, brochures, videos, etc. If your agency is selected to submit a full proposal, you will receive further instruction and be asked to complete the Colorado Common Grant Application.

### **Timeline:**

October 19, 2018	Request for intent to apply via email
November 5, 2018	Concept Letter Due
November 16, 2018	Semi-finalists notified and invited to submit Colorado Common Grant Application
January 11, 2019	Colorado Common Grant Application Due
February/March 2019	Site visits with finalists
May 2019	Grant recipients notified and funds awarded

### **More about the Junior League of Denver**

#### **OUR MISSION**

The Junior League of Denver, Incorporated (founded in 1918), 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.

#### **WHO WE ARE**

Junior League of Denver (JLD) is a women's training organization that develops civic leaders committed to improving our community. We are currently working to improve literacy rates and provide access to books for children through the third grade. Over the past 100 years, the League started, and aided in starting, many well-known Denver institutions including Children's Museum of Denver, Mile High Transplant Bank, the Red Rocks concerts and many others.