



2023-2024 CAPACITY BUILDING GRANT GUIDELINES

About the Junior League of Greenville (JLG)

History: The JLG was founded in 1929 by a group of 20 visionary women with a passionate desire to serve the Greenville community. Today, we are a vibrant group of over 1,100 women who are committed to volunteering in the Greenville community, and empowering and developing the potential of women.

Mission: The Junior League of Greenville, Inc. is an organization of women committed to advancing women's leadership for meaningful community impact through volunteer action, collaboration, and training.

Focus Statement: The Junior League of Greenville, Inc. engages in initiatives that help women in our community overcome barriers, focusing on **Human Trafficking** and **Economic Mobility**.

About Capacity Building Grants

- Capacity Building Grant applications should address one (or both) of JLG's Focus Areas: Human Trafficking and Economic Mobility. Applications that do not address at least one of these areas **will not** be reviewed.
- The number of awards and individual funding amounts are subject to the availability of JLG funds.
- Applicants may propose existing or new projects.
 - Applications that request funding for **existing** projects should describe the project's past success(es) and how funding will help build the project's capacity and sustainability.
 - Applications that propose **new** projects should clearly describe how the project will be successfully implemented and completed within the 12-month project period, and how it will help build the organization's overall capacity.
- Agencies are **required** to provide volunteer opportunities to JLG Members.
 - Volunteer opportunities **do not** have to be directly related to the proposed project and may include opportunities such as staffing events.

Timeline

Monday, July 17, 2023	Guidelines Released and Online Application Opened
Friday, September 1, 2023 by 11:59PM (EST)	Applications Due
September – November 2023	Grants Committee Review
December 2023 – February 2024	Board and Membership Approval
March 2024	Applicant Notifications (<i>no later than 3/31/24</i>) Contracts and Funding Issued
April 1, 2024 – March 31, 2025	Grant Period
Tuesday, May 14, 2024 (evening) JLG General Membership Meeting	Check Presentations
Spring 2025	Grant Evaluation Due (<i>exact date to be outlined in grantee contract</i>)

Eligible Applicants

- Applicants must be located within and serve individuals in Greenville County, South Carolina.
- Applicants must have 501(c)(3) status with the IRS as evidenced by appropriate documentation or be fiscally supported by an agency with 501(c)(3) status.

Project Period

- Capacity Building Grants are limited to a 12-month project period: April 1, 2024 – March 31, 2025.
- No-cost extensions may be considered on a case-by-case basis.

Funding Restrictions

- Awards will not exceed \$15,000 per project for the 12-month grant period.
- Budgets should only include expenses directly related to the functions of the project, such as:
 - Personnel (who will directly manage or work on the proposed project)
 - This may include salaries, fringe benefits, and/or consultant costs.
 - Travel
 - Supplies
 - Equipment
- Funds must not support or benefit specific religious or political activities.
- General operating expenses and indirect costs are not allowable expenses (e.g., utilities and rent).
- Funds must be spent solely for the described project and as outlined in the proposed budget.
- Applications that request more than \$15,000 and/or include unallowable expenses will be considered non-responsive and will not be reviewed.
- Expenditures must be verified with receipts, invoices, and other documentation.

Submission Instructions

- A Letter of Intent (LOI) is **not** required for Capacity Building Grants.
- Applications are due by 11:59pm EST on Friday, September 1, 2023.
 - Incomplete or late applications will not be reviewed.
- Applications should be submitted via the following link: <https://form.jotform.com/231954880792065>
 - An email confirmation will be sent after application submission.
 - No paper applications will be accepted.
- Please note that the online form does not allow for saving drafts. A template of the online application has been provided to help applicants prepare their applications offline. Information can then be copy/pasted into the online form when ready to submit.

Reporting Requirements

- Grant recipients will be required to submit a final report detailing project implementation, achievements, challenges, and outcomes. The reporting schedule and format will be communicated to grant recipients.
- Grant recipients will be required to submit financial reports outlining the use of grant funds, including itemized expenses and receipts. Financial reports must be submitted in a timely manner, according to the reporting schedule provided.

Contact

Please submit any questions to the Grants Committee Chairman at Grants@JLGreenville.org.