



## **JACKSON YOUNG LAWYERS ASSOCIATION COMMUNITY OUTREACH GRANT APPLICATION**

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*PLEASE READ THIS INFORMATION CAREFULLY. IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED, ALL INFORMATION MUST BE COMPLETE AND ACCURATE.*

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### **APPLICATION PROCEDURE**

**To apply for funding from the Jackson Young Lawyers Association (JYL):**

- **Complete the following grant application form, including Community Outreach Grant Application Certification.**
- **Send completed application form to the following:**
  - Allyson Winter**
  - Trustmark National Bank**
  - Legal Department**
  - P.O. Box 291**
  - Jackson, MS 39205**
  - E-mail: [awinter@trustmark.com](mailto:awinter@trustmark.com)**
- **The deadline to apply is close of business March 15, 2017. Applications submitted after this deadline will not be considered.**
- **Your application submission is not complete and will not be reviewed until all materials have been received. We do not assume any obligation to contact applicants if materials are missing so applicants are strongly encouraged to submit complete applications.**
- **The purpose of the JYL Community Outreach Grant is to serve the Greater Jackson Metro Area. Grant amounts will range from \$500 to \$2,000, dependent upon individual needs.**
- **If you have any questions, please contact Allyson Winter; Telephone: (601) 208-5088; E-Mail: [awinter@trustmark.com](mailto:awinter@trustmark.com).**

## **GRANT GUIDELINES**

An applicant must be a tax-exempt 501(c)(3) organization and either registered as a charity with the Mississippi Secretary of State or have an exemption from the Mississippi Secretary of State. The applicant must include documentation of both designations.

The purpose of the JYL Community Outreach Grant is to serve citizens of the Greater Jackson Metro Area. The charity should provide services to all citizens and not discriminate on the basis of race, color, gender, age, ethnicity, national origin, religion, sexual orientation or disability (in accordance with federal laws). The applicant must explain how the grant will directly impact the lives of citizens in the Jackson Metro Area.

The charity may be affiliated with a religious organization, so long as the religious organization does not discriminate based on race, color, gender, age, ethnicity, national origin, religion, sexual orientation or disability (in accordance with federal laws). The charity may not be a church, and grant funds may not be used for religious purposes.

The grant may not be used for purposes of raising money for medical research.

**The grant must be requested for a specific item, project or service.** Grant requests cannot be made for general operating expenses. The applicant must disclose whether the grant amount will be matched with other funds to pay for the item, project or service. If so, the applicant must explain the source of the matching funds.

In addition to the above information, the applicant must also provide the following information:

- The annual operating budget of the charity.
- The date the charity was established.
- An annual financial statement and statement of operation/cash flows.
- The percentage of revenue spent on programs versus administrative expenses.
- Whether the charity employs professional fund-raisers for its solicitations.
- A list of board and advisory members, along with their employers and occupations.
- A list of members of JYL who are affiliated with the charity, including whether any members serve on the board of the charity or volunteer with the charity.
- Any letters or e-mails in support from members of the JYL.

## **SELECTION PROCESS AND NOTIFICATION**

Upon receipt of applications, members of the JYL Outreach Projects Committee will conduct a thorough study of each application. If necessary, site visits may be scheduled at the discretion of the Committee. Please do not contact JYL requesting a site visit. If the Committee determines that additional information is needed, you will be contacted.

All applicants will be notified of the result of their application within approximately **60 days from the submission deadline.**

## **GRANT AGREEMENT**

By submitting an application, you are agreeing to the following terms and conditions:

1. Funds received will be expended only for the purposes stated in the grant application and in accordance with section 501(c)(3), section 4945 and the other applicable provisions of the Internal Revenue Code.
2. JYL may monitor and conduct an evaluation of operations under this grant, including requesting financial records related to the grant or your tax status, which must be provided in a timely manner if so requested.
3. You must immediately notify JYL of any change in your organization's federal tax status or that of your fiscal agent during the time the funds are being spent.
4. The grant may be discontinued, modified or withheld if, in the sole judgment of the JYL, such action is necessary.
5. No funds from the JYL may be used for propaganda purposes, including, but not limited to, to influence legislation, to influence the outcome of an election, or for direct or indirect use in a voter registration drive.
6. Any request for a change in purpose for use of grant funds must be submitted in writing to JYL and approved before any changes in designated purpose may take effect.
7. Any portion of grant funds not used in accordance with these terms and conditions will result in immediate forfeiture of grant funds and all such monies received must be immediately returned to JYL.
8. Publicity concerning the grant award is welcomed by JYL. Any promotional materials, including press releases, produced in connection with or to publicize the funded program should note that it was funded in part or sponsored by JYL.

**2017 JACKSON YOUNG LAWYERS ASSOCIATION**  
**COMMUNITY OUTREACH GRANT APPLICATION**

**DIRECTIONS:** Please re-type items and your narrative in the order below. Add the required attachments and save them as one document in Microsoft Word, Word Perfect or Adobe PDF file. Financial statements or other required documents may either be (a) scanned to Adobe PDF format and e-mailed to [awinter@trustmark.com](mailto:awinter@trustmark.com) or (b) mailed to the following address: Allyson Winter, P.O. Box 291 Jackson, MS 39205. Mail or E-mail the completed application with attachments to the physical or email address above.

\*\*The deadline to apply is **March 15, 2017.**\*\*

**Required attachments:**

- A list of your Board of Directors, including members' names, occupations, and whether they are members of JYL.
- If the charity is registered with the Mississippi Secretary of State, a complete copy of its most recently filed registration statement or renewal application, along with any attachments required to be submitted to the Secretary of State along with the registration statement or renewal application (for example, the required financial statement and any IRS filings required to be attached).
- If the charity is exempt from registering with the Mississippi Secretary of State, a copy of its current Certificate of Exemption and a financial statement covering the most recently completed fiscal year, including the gross receipts from contributions and the use of the proceeds of such contributions.
- Any letters or e-mails of support from members of JYL. No more than two.

Applicants must also complete the Grant Application Certification form that appears at the end of this document. ***This original form must be sent via mail. Copies will not be accepted.*** Please print out the form, add your information and signature, and return to: Allyson Winter, P.O. Box 291 Jackson, MS 39205. ***Your application packet is not complete until this document has been received.***

## **PROPOSAL NARRATIVE**

Please address the following questions in a separate narrative, including requested attachments. Please use 12-point font, double spaced, and do not exceed **three pages** (not counting requested attachments).

1. Summarize your organization's history and state your mission and goals. Include the organization's full name, mailing address, phone, facsimile, website, total operating budget, year founded, and name(s) of executive director and primary contact.
2. State your organization's ratio of program expenditures (that is, monies spent toward accomplishing a charitable purpose) as compared to administrative expenses (such as salaries, overhead costs, etc.).
3. State whether the charity employs professional fund-raisers (as opposed to volunteers) for its solicitation efforts.
4. Describe the proposed project. Please include project title, its projected total cost, amount requested to fund the project, and project's goals, measurable objectives, and expected timetable.
5. Please describe how this project will benefit the Greater Jackson Area community.
6. Please describe how many people will be served by this project.
7. Please list the person who will be responsible for implementing this project and their qualifications.
8. If funding from JYL is not approved for this project, will this project still take place?
9. Anything else you wish to include about why your organization is deserving of this grant.
10. As an attachment, please submit a list of all other sources of funding for proposed project, including specific amounts pledged or already received, and whether you have already received this funding or whether funding is still pending.
11. As an attachment, please submit an itemized budget for this proposed project.
12. As an attachment, please submit any letters or e-mails of support from members of JYL.



**2017 JACKSON YOUNG LAWYERS ASSOCIATION**  
**COMMUNITY OUTREACH GRANT APPLICATION CERTIFICATION**

**DIRECTIONS:** Please print this form, complete all fields, sign it and mail it to Allyson Winter, P.O. Box 291 Jackson, MS 39205. ***Original must be sent via mail and will not be accepted by e-mail or facsimile.*** Please contact Allyson Winter at (601) 208-5088 or [awinter@trustmark.com](mailto:awinter@trustmark.com) with any questions.

The undersigned accepts responsibility for submission of the grant application to the Jackson Young Lawyers Association ("JYL") by \_\_\_\_\_ (organization) for \_\_\_\_\_ (project, if applicable), attesting that all information submitted in the application materials is true and accurate to the best of his or her knowledge and that any funding, if awarded, will be expended only for the sole and exclusive purposes as outlined in the grant proposal submitted herewith.

Additionally, the undersigned attests that the applicant does not discriminate on the basis of race, color, religion, age, gender, national origin, sexual orientation or disability (in accordance with applicable federal laws); and the organization will complete appropriate forms and reports if a grant is awarded. Additionally, the organization agrees to acknowledge any grant received in accordance with the terms and conditions outlined in the grant award letter.

I have read all grant guidelines and understand that acceptance of grant funds is conditioned upon compliance with grant guidelines as set forth by JYL, and that JYL is free to modify grant guidelines at anytime without notice.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_