



JACKSON YOUNG LAWYERS ASSOCIATION COMMUNITY OUTREACH GRANT APPLICATION

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

APPLICATION PROCEDURE

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

- Complete and submit the Community Outreach Grant Application Form and Community Outreach Grant Application Certificate pursuant to the instructions contained therein. The application begins on page four of this document. The deadline to apply is close of business **March 31, 2023**. 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. Therefore, applicants are strongly encouraged to submit complete applications.
- The process of applying for and being awarded JYL's Community Outreach Grant is competitive. Applications are submitted to and reviewed by JYL's Executive Board, and they make final funding decisions.
- Grant amounts will range from a total of \$500 to \$2,500 to one recipient, dependent upon individual needs. Submission of an application does not guarantee an award of such funds.
- If you have any questions, please contact Caroline Loveless or Sidney Lampton (contact information listed in below grant application).

GRANT GUIDELINES

Applicants 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 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 **may not** discriminate on the basis of race, color, gender, age, ethnicity, national origin, religion, sexual orientation, or disability (in accordance with federal laws).

The charity may be affiliated with a religious organization, so long as the religious organization **does not** discriminate on the basis of 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 the purpose 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 is welcome, **but not required**, to submit letters or e-mails of support from members of JYL as an attachment.

SELECTION PROCESS AND NOTIFICATION

Upon receipt of applications, members of the JYL Outreach Projects Committee will conduct a thorough review of each application. If necessary, site visits may be scheduled at the Committee's discretion. 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, if selected for the award, 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, at its sole discretion, monitor and conduct an evaluation of operations under this grant within twelve (12) months of any grant award,

- 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 JYL, such action is necessary.
 5. Funds received may not be used for propaganda and/or lobbying 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 the 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. JYL welcomes publicity concerning the grant award. 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.

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DIRECTIONS: Your Application consists of: (1) your Proposal Narrative; (2) all required attachments and any optional attachments that you choose to submit; and (3) a signed Community Outreach Grant Application Certification form (attached hereto).

Please type your Proposal Narrative, answering each question in the order listed below. Include the required attachments and any optional attachments in the order listed below.

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: Sidney Lampton (contact information listed below). **Your application packet is not complete until this document has been received.**

If you choose to email your Application (minus the Grant Application Certification), please send it as one document in Adobe PDF file. You may email or mail your Application to:

Caroline Loveless
1020 Highland Colony Parkway, Suite 1400,
Ridgeland, MS 39157
P.O. Box 6010, Ridgeland, MS 39158-6010
caroline.loveless@butlersnow.com

Sidney Lampton
Watkins & Eager
P.O. Box 650
Jackson, Mississippi 39205
slampton@watkinseager.com

PROPOSAL NARRATIVE

Please address the following questions in a separate Proposal Narrative. Your Proposal Narrative must use 12-point font, be double spaced, and not exceed **three pages**.

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/or primary contact.
2. State your organization's annual operating budget.
3. State your organization's ratio of program expenditures (monies spent toward accomplishing a charitable purpose) as compared to administrative expenses (such as salaries, overhead costs, etc.).

4. State whether the charity employs professional fund-raisers (as opposed to volunteers) for its solicitation efforts.
5. Describe the proposed project. Please include project title, its projected total cost, amount requested to fund the project, the project's goals, measurable objectives, and expected timetable.
6. Please describe how this project will benefit the Greater Jackson Area community.
7. Please describe how many people will be served by this project.
8. Please list the person who will be responsible for implementing this project and their qualifications.
9. If funding from JYL is not approved for this project, will this project still take place?
10. Anything else you wish to include about why your organization is deserving of this grant.
11. The applicant must disclose whether the grant amount will be matched with other funds to pay for the item, project, or service for which the grant is requested. If a match will occur, the applicant must explain the source of the matching funds.

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 and 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.
- An annual financial statement and statement of operation/cash flows.
- An itemized budget for the proposed project.
- A list of all other sources of funding for the proposed project, including

specified amounts pledged or already received, and whether you have already received this funding or whether funding is still pending.

Optional attachments:

- Any letters or e-mails of support from members of JYL. No more than two.
- 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, if applicable.



**2023 JACKSON YOUNG LAWYERS ASSOCIATION
COMMUNITY OUTREACH GRANT APPLICATION CERTIFICATION**

DIRECTIONS: Please print this form, complete all fields, sign it, and mail it to Sidney Lampton, Watkins & Eager P.O. Box 650, Jackson, Mississippi 39205. **Originals must be sent via mail and will not be accepted by e-mail or facsimile.** Please contact Sidney Lampton at (601) 965-1957 or slampton@watkinseager.com with any questions.

The undersigned accepts responsibility for submission of the grant application to the Jackson Young Lawyers Association (“JYL”):

BY: _____ (organization);

FOR: _____ (proposed project)

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 any time without notice.

NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____