



Cedarburg Junior Woman's Club Community Assistance Grants Program

Amount Requested: \$250 - \$500

Note: Award announcements and any granted funds will
be made in May 2024

Application Deadline:
March 15, 2024

Return Application To:
CAG Chair
Cedarburg Junior Woman's Club
PO Box 205
Cedarburg, WI 53012-0205
or
cag@cedarburgjuniors.org

For questions regarding application or eligibility, please contact
Lyndsey Sheridan, CAG Chair, at cag@cedarburgjuniors.org

Cedarburg Junior Woman's Club Community Assistance Grants Program

Since its inception in 1953, the Cedarburg Junior Woman's Club (CJWC) has been one of the catalysts for positive change in our community. Cedarburg Junior Woman's Club members, through their volunteer and fund-raising efforts, have created and/or supported over 150 organizations. CJWC continually monitors community needs and focuses its efforts on supporting local organizations and programs striving to meet community needs.

The Community Assistance Grants (CAG) program is designed to provide money to area non-profit organizations to support projects or activities that will make an impact on women, children and families. CJWC invites non-profit organizations to submit applications for project development, training, and educational needs throughout the year. Grants are awarded to applicants that meet the CJWC guidelines. The guidelines exist to help the CJWC respond to community needs of non-profit organizations.

Each recipient organization will assist CJWC in publicizing the applicant's receipt of such award with a description of the program details. A written report accounting for the use of the granted funds is required of each recipient organization no later than 90 days following the receipt of the award.

COMMUNITY ASSISTANCE GRANTS APPLICATION

Organization and Request Information

Today's Date _____

I. Name of Organization _____

Address _____

City/State/Zip _____

Contact Person Name & Title _____

Phone Number _____ Email Address _____

Name of Program _____

Amount Requested _____ Date Funds are Needed _____

**Requests can be made for \$250-\$500 and are not available for distribution until May 2023*

II. Please check which of the following best describes how your program/project aligns with the CJWC goals:

- Responds to a critical human or community need
- Explores new opportunities for addressing existing or emerging issues of concern to CJWC and the community
- Addresses specific training or educational need of program participants (non-employees)
- Other: _____

III. To be considered, one copy of the following components must be submitted:

1. This application as a cover page
2. A narrative (maximum two pages, minimum 12 pt font, typed) describing the proposed program/project for which funds are being requested. This narrative should include:
 - i. **NEED:** Describe the need for the program/project, including whether the services or activities are provided elsewhere.
 - ii. **OBJECTIVES:** Clearly state measurable objectives. If appropriate, include the total number of people to be served.
3. Proof of Non-profit status. Copy of 501(c)(3).

COMMUNITY ASSISTANCE GRANTS APPLICATION

Program/Project Budget Form

DESCRIPTION	COLUMN A	COLUMN B	SPECIFY OTHER SOURCES & INDICATE IF COMMITTED OR PENDING	COLUMN C = A + B TOTAL PROGRAM/ PROJECT BUDGET
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Personnel Expenses				
Employee salaries	X			
Fringe benefits	X			
Payroll taxes	X			
Consultants				
Other (specify)				
<i>Sub-total</i>				

Other Expenses				
Rent/Space				
Utilities				
Equipment				
Materials				
Travel				
Telephone				
Postage				
Printing				
Bookkeeping				
Audit	X			
Insurance				
Tuition				
Registration				
Other (specify)				
<i>Sub-total</i>				

Total				
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X represents expenses CJWC will not fund.

Please attach an additional sheet, if necessary, to provide information regarding committed and pending other revenue sources for this proposed program/project.