

**Junior Hospitality Grant Partnership Application Postmark Deadline is**

**September 30, 2019**

**Please mail completed applications to:**

**Junior Hospitality Club**

**P.O. Box 20393**

**Oklahoma City, OK 73156**

**Attn: Kelsey Thomas/Treasurer**

**Completed applications MUST contain the following documentation:**

* **Completed grant partnership application**
* **Completed grant partnership summary**
* **Current proof of tax exempt / nonprofit status**
* **List of applicant’s board of directors**
* **Previous year’s annual budget, including expenditures & disbursements**

**All applications must be postmarked on or before**

**September 30, 2019**

**If you have any additional questions, please contact**

**Kelsey Thomas**

**Treasurer**

 **Email: jhtreasurer1@gmail.com Phone: 405-388-4433**



***JUNIOR HOSPITALITY CLUB***

***GRANT PARTNERSHIP APPLICATION***

Please provide the following information attached. If additional space is needed, use additional pages.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **IDENTIFYING INFORMATION**

Legal Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. ORGANIZATIONAL PROFILE**

Date Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Type: \_\_\_\_\_ Public (tax supported)

 \_\_\_\_\_ Private (nonprofit)

 \_\_\_\_\_ Other (please explain)

Describe the demographic the organization serves:

Organization’s Mission:

 Brief History of Organization:

How does your organization raise funds for projects and programs?

**III. NEED STATEMENT**

Please provide a brief description of the needs in the Oklahoma City and surrounding community that are addressed by your organization. Include any evidence to support the significance and magnitude of the problem.

1. **DESCRIPTION OF PROJECT OR PROGRAM TO BENEFIT FROM GRANT FUNDING**

Describe the project or program designed to address the community needs as expressed above in Section II. Include relevant history, goals, steps to achieve goals and overall impact on the community. If this project or program does not involve serving clients, explain how it will enhance the organization’s ability to achieve its goals and objectives.

Number of People to be served in the community by project or program stated above (funded by grant):

Describe the specific ways you expect the project’s plans/actions to impact the target community, including the number and percent of the community that will benefit.

Demographics of population your project targets (age, cultural, income or other characteristics):

Is there another organization that has a similar project/program? If yes, please explain by whom and why you feel your program is unique:

Explain how the project is consistent with your organization’s overall mission:

State the duration of the project and provide a realistic project timeline (lead time, start date, dates of major milestones, completion date):

**V. PROJECT/PROGRAM BUDGET**

Please include specific information on how the grant funds will be spent, the total amount requested, and breakdown of grant request (quantity, item description, unit cost and total cost of other appropriate specifications). Please note that Junior Hospitality Club, Inc. does not fund salaries. Do not include this number in the budget below.

**VI. SUSTANABILITY OR PROJECT**

Describe the sustainability of the project:

Will you accept partial funding for this project?

If partial funds are granted, explain how the organization would secure the needed funds to complete the project or program:

**VII. ADDITIONAL INFORMATION**

Please include a complete list of your current Board of Directors with contact information.

List the percent of board that donates annually to the organization:

**AGREEMENT PAGE**

**Terms of Grant/Grant Agreement**

**Grant Year: 2019-2020**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(organization name) hereby agrees if awarded a grant from Junior Hospitality Club all monies will be spent in accordance with the application project budget included herein.  If applicable, an interim and final funding report will be provided at designated intervals as required by Junior Hospitality Club.  It is further understood and agreed that any deterioration from the project purpose and related expenditures will require written acknowledgement from Junior Hospitality Club and its Board of Directors.

**Executive Director**