



**Junior Hospitality Grant Partnership
Application Postmark/Time Stamp Deadline is**

January 15, 2024

Please USPS mail completed applications to:

**Junior Hospitality Club, Inc.
PO Box 20393
Oklahoma City, OK 73156**

**OR email completed applications to:
Treasurer@jhok.org**

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

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

**If you have any additional questions, please contact
Sharyl Pickens, Treasurer
Email: Treasurer@jhok.org Phone: 405-314-5437**



**JUNIOR HOSPITALITY CLUB
GRANT PARTNERSHIP APPLICATION**

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

Date: _____

I. IDENTIFYING INFORMATION

Legal Name of Organization:

Organization's Address:

Contact Person and Title:

Website : _____

Telephone Number: _____

Contact Email Address:

Executive Director:

Phone: _____

Email Address: _____

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.

IV. 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. SUSTAINABILITY OF 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 this Board that donates annually to the organization:

AGREEMENT PAGE

Terms of Grant/Grant Agreement

Grant Year: 2024

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. After the grant monies have been spent, the selected non-profit is responsible for submitting a grant evaluation by December 31st of that year.

Executive Director