



## Criteria for Application:

The Holland Junior Welfare League is pleased to continue our financial support to the greater Holland area. Please review the information below regarding our Application for Funding. This will equip our Investigating Committee with the necessary tools needed to consider your organization for funding.

### Your organization MUST:

- Directly benefit the children of the greater Holland area
- Be a non-profit organization and send **two** copies of a 501(c)(3) letter or a government affirmation letter
- Complete the “Agency Profile” form
- Complete the “Project Profile” form
- Complete the “Bid Sheet” for all requests
- Send **two** copies of your application packet (Agency Profile, Project Profile, and the Bid Sheet) **postmarked by January 31 of the year funding is requested. (example: postmarked by 1/31/22 for 2022 funding requests.)**
- Agree to send HJWL copies of receipts upon distribution of funds for your specific requests, by the stated deadline of August 31 of the year funding was provided.
- Agree to return funds not used as stated in your application package to HJWL
- Agree not to request funds to cover salaries, as we are unable to supply that need. Funds must **directly** benefit the children of the greater Holland/Zeeland area.

If you choose, you may download the form and input your answers electronically. You will still need to print and return **two copies** of the completed application and necessary attachments to HJWL.

**Please note the deadline for your funding request is January 31 of the year funding is requested. (example: postmarked by 1/31/22 for 2022 funding requests.) Regrettably, any requests postmarked after this date cannot be considered.** Once we have received both copies of your application, a confirmation email will be sent to you.

Upon receipt of all applications, a member of HJWL will contact you to set up a meeting to verify your information and clarify the process. This fact-finding process should be completed by April of the funding year. You will be notified shortly after disbursement meetings have been completed. Please contact me with questions at [vp@hjwl.org](mailto:vp@hjwl.org).

We thank you for your role in enriching the lives of children in the greater Holland area.

Sincerely,

Lindsey Rautiola  
*Vice President & Investigating Chair*

### **Please return your forms to:**

**Holland Junior Welfare League  
Attn: Vice President, Investigating Chair  
P.O. Box 1643  
Holland, MI 49422-1633**



## Application for Funding

**Agency Profile:**

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Secondary e-mail address: \_\_\_\_\_

Geographic area served: \_\_\_\_\_

Year organization was founded: \_\_\_\_\_

Goals of organization:

Whom does the organization serve (Please be specific):

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## **Application for Funding**

Explain how your organization benefits the children of the greater Holland area:

Major sources of funding:



## Application for Funding

**Project Profile:**

Name of organization: \_\_\_\_\_

Title of proposed project: \_\_\_\_\_

Date(s) of proposed project: \_\_\_\_\_

Approximate number of children that your project will serve: \_\_\_\_\_

Description of proposed project:

Explain how your project will directly benefit the children of the greater Holland area:

Total cost of project: \_\_\_\_\_

Amount of request: \_\_\_\_\_

\_\_\_\_\_



## Application for Funding

Other sources of funding for project (please list all other potential or actual contributors with amounts of funds sought or given):

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### Bid Sheet

Expenditures:	Unit Cost:	Quantity needed:	Total Cost:

Would you prefer a phone interview or personal interview to complete the grant application process?

Please check one:      phone      in person