



## Grant Request Application Requirements

The Chagrin Valley Jaycees have a noble mission: to serve the community through charitable civic efforts and improve its citizens' well-being through constructive projects. We aim to empower our members with leadership skills and civic consciousness to become more valuable contributors to the Chagrin Valley.

In line with that mission, the Chagrin Valley Jaycees is dedicated to supporting causes that make a real difference in the Chagrin Valley area. Before making a grant request, please take a moment to review our guidelines.

The Chagrin Valley Jaycees receive a high volume of grant requests. To review these requests, we have developed criteria and procedures to serve those in need of our assistance best.

Please take a moment to review the outlined standards for requests:

- The Chagrin Valley Jaycees will only consider grants to non-profit and charitable organizations based in the Chagrin Valley area. Qualified charities include charitable, religious, and educational organizations, school districts, public libraries, and other government-affiliated entities. We do not provide grants for individuals or for-profit ventures.
- The Jaycees provide grants to qualifying local organizations, government, or individuals with projects supporting our civic goals.
- The Jaycees do not provide grants to individuals for their pursuit of personal goals or in response to personal tragedies, no matter how worthy.
- All grant requests must be in writing, preferably on the organization's letterhead, and by completing a grant request application. The Chagrin Valley Jaycees will respond to all requests in writing/email within 90 days of receipt.
- Applications will only be accepted via email. Write the name of your organization in the subject line and send to **info@CVJC.org**
- The application period for our regular annual disbursement of grants is from **September 1-January 31**.



The Chagrin Valley Jaycees Charitable Foundation Grant Request Application

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

Name or applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Phone number of applicant: \_\_\_\_\_

Email of applicant: \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

Date of request: \_\_\_\_\_

Website or Facebook: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Targeted Date of needed funds requested: \_\_\_\_\_

Amount of support being requested: \_\_\_\_\_

Communities served by the project: \_\_\_\_\_

**Project Narrative:**

Describe the organization's purpose:

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**Needs Assessment:** The problem to be solved with this grant.

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Methods: Explain in detail how the grant will be used.

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Expected Outcome: Explain how this project will benefit the community.

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- Applications will only be accepted via email. Please write the name of your organization in the subject line and send it to **info@CVJC.org**
- The application period for our regular annual disbursement of grants is from **September 1-January 31.**
- If a need for funding is identified outside of our annual giving program, applications will be accepted and may be funded based on need, urgency and funds available.