

## 2008 JACL LEGACY FUND GRANT APPLICATION

### I. APPLICANT INFORMATION (At least two people must be assigned to the duties in this section.)

- A. Project Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: ( \_\_\_\_ ) \_\_\_\_\_ Evening Phone: ( \_\_\_\_ ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_
- B. Project Reporter: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: ( \_\_\_\_ ) \_\_\_\_\_ Evening Phone: ( \_\_\_\_ ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_
- C. Sponsoring Entity Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: ( \_\_\_\_ ) \_\_\_\_\_ Evening Phone: ( \_\_\_\_ ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

You must respond to each question or topic *separately* in all of the remaining sections.

### II. PROJECT DESCRIPTION

- A. Give a summary of the project (include its goals).
- B. Identify specific goals and objectives with measurable outcomes (i.e., percent increase in Chapter membership, development of new Chapter/District leaders, etc.). Please include a brief methodology for how the outcome(s) will be measured.
- C. Is there a plan (contingent or otherwise) for continuing the project into the future?
- D. What is/are the potential impact(s) for JACL locally, regionally and/or nationally? Be thorough, precise and convincing.
- E. Why was this particular project selected for consideration for a Legacy Fund Grant?

### III. RELATIONSHIP TO JACL'S PROGRAM FOR ACTION

- A. Identify the Action Item(s) related to your project. Elaborate on at least one and not more than two of what you feel is/are the most important Action Item(s) your project addresses. (Describe how the project relates to the Action Item(s) and why you feel the Action Item(s)

is/are important.)

- B. How does this project directly relate to your local (Chapter/District) entity's current activities?

#### **IV. IMPACT OF THE PROJECT ON JACL AND THE COMMUNITY**

- A. Would JACL membership be affected at local/regional/national levels? What change in membership, if any would be expected?
- B. Will other organizations (civil/human rights, educational, API community, etc.) be involved in the project development & execution? If so, who and how?
- C. Would the project increase the visibility of JACL (Chapter/District/National)? If so, where and how?
- D. Identify other related organizations in the community that may be impacted by this project.

#### **V. PROJECT IMPLEMENTATION**

- A. List and describe the key tasks, activities and committees that will be necessary for the project to develop and come to a successful completion.
- B. If known, identify the committee chairs and members.

#### **VI. TIMELINE**

- A. Describe the planned progression of your project on a quarterly basis (include significant dates).

#### **VII. PROJECT BUDGET**

- A. Itemize project income (i.e., donations and grants – including Legacy Grant) and project expenses for the entire project. Include brief and complete descriptions for each line item.
- B. Describe the extent of financial support given by your local JACL entity.
- C. Have/are other sources of funding been/being sought? If so, please describe from where, for what amounts and what has already been secured.

#### **VIII. GRANT AMOUNT REQUESTED** (*maximum award: \$3,000*)

- A. What amount is being requested for this project?
- B. Itemize each expense and give a brief description of how the Legacy Fund Grant award would be used.
- C. *In the event your project does not receive the full requested grant amount, how would it affect the project? What are the “contingency plans” for the development/continuation of*

the project?

- D. *If the full requested grant amount can not be awarded to the project, what is the minimum amount that must be received in order for the project to proceed?*

**IX. SIGNATURES.** *Note: at least two persons must sign the application.*

- A. Project Chairperson:

I agree to the terms and conditions (see “Reporting Requirements” and “JACL Recognition” on the Application Instructions sheet) of the Legacy Fund Grants Program, and understand that failure to do so may result in the ineligibility to apply for future Grants by the sponsoring JACL entity.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

- B. Project Reporter:

I agree to submit a final report within sixty (60) days after the completion of the project. For projects exceeding six (6) months to complete, I also agree to submit quarterly progress reports based on the timeline indicated in this application (Section VI). All reports shall be submitted in the same manner as provided for the application.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

- C. Sponsoring JACL Entity:

[Applications must be signed as follows: Chapter applications must be signed by the Chapter President; District Council applications must be signed by the District Governor; NY/SC District applications must be signed by either the NY/SC Chair or NY/SC Representative.]

The foregoing proposal was reviewed by the undersigned JACL representative and has been approved by the Chapter/District/NY/SC Chair or Representative for submission to the Legacy Fund Grants Committee.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_