

2008 JACL LEGACY FUND GRANTS PROGRAM APPLICATION INSTRUCTIONS

1. OVERVIEW

JACL Chapters, Districts and the National Youth/Student Council are eligible to apply for a grant to support a project or activity that is supportive of the national JACL Program for Action. Grants of up to \$3,000 each will be awarded by the Legacy Fund Grants Committee to selected applicants. Funds for the program grants are provided by Legacy Fund revenues.

2. ELIGIBILITY

- 2.1. Only JACL Chapters, Districts or the National Youth/Student Council are eligible to apply and they may do apply individually or jointly. Eligible entities may submit more than one application.
- 2.2. The maximum amount for each grant, including those awarded to joint applicants, is \$3,000. *Partial grants may be awarded.*
- 2.3. Activities supported by grants may be ongoing or new, but must be carried out during the 2008 – 10 biennium and must support the national JACL Program for Action.

3. APPLICATIONS

- 3.1. All applicants must properly complete an application and secure the required signatures of at least two individuals.
- 3.2. All applications must be **filed no later than June 12, 2008** by one of the following methods:
 - 3.2.1. A scanned copy of the completed, signed application sent by e-mail by the filing deadline in pdf format (together with supporting documents, if any, in pdf or other readily available software format) to pmuyehara@aol.com and to jaclpnwro@msn.com; or,
 - 3.2.2. Mail the original, signed copy together with supporting documents, if any, to Karen Yoshitomi, Regional JACL Director, 671 S. Jackson Street, Suite 206, Seattle, WA 98104 postmarked by the filing deadline.

4. SELECTION OF GRANTEES AND AMOUNTS

The Legacy Fund Grants Committee will review each properly completed, timely filed application.

- 4.1. The Committee will consider the following criteria in reviewing and evaluating each application:
 - 4.1.1. Relationship of the project to the JACL Program for Action
 - 4.1.2. Potential impact of the project for the organization and community.
 - 4.1.3. Capacity to implement the project.
 - 4.1.4. Clarity of project goals and objectives.
 - 4.1.5. Reasonable budget and adequate timeline.
 - 4.1.6. Presence of a unique or specialized program.

4.2. The Legacy Fund Grants Committee may also take into consideration criteria such as chapter size, geographic distribution, size of impacted communities and past fundraising participation in the National Legacy Fund in determining the selection of grant recipients.

4.3. The committee may choose to award partial grants or to disburse grants on an installment basis.

5. REPORTING REQUIREMENTS

5.1. The grantee must submit a written report within sixty (60) days after the completion of the project including verification of all funds spent, and return any unspent funds. Grantees shall also be required to submit quarterly progress reports, based on the timeline provided in Section VI of the application, provided, however, that no quarterly reports are required for projects completed in six months or less.

5.2. Changes.

5.2.1. Grantees must obtain prior approval from the committee if the amount awarded will not be utilized as indicated in the application.

5.2.2. Whenever a partial grant is awarded, the grantee shall submit a revised budget to the Chair or his/her designee if the difference between the amount awarded and the amount requested is greater than \$500.00. The revised budget shall be required prior to the distribution of funds to the grant recipient. (Adopted by the National Board, October 1999.)

5.3. Filing. All reports and requests for changes shall be filed in the same manner set forth in paragraph 3.2 above and signed.

5.4. Projects not completed. Any entity that does not fulfill the terms and/or conditions of the award:

5.4.1. shall be ineligible to apply for any future Legacy Grants, until the unfulfilled terms and/or conditions have been met, (Adopted by the National Board, October 1999.), or the award is returned to the Legacy Fund; and

5.4.2. shall have its future Chapter or District allocations from the Legacy Fund setoff from the amount of the grant that remains unpaid. (Legacy Fund Steering Committee, 1990.)

6. JACL RECOGNITION

The grant recipients must stipulate in materials and public relations efforts that the project or program was fully or partially funded by the JACL Legacy Fund Grants Program.