

**JACL LEGACY FUND GRANTS APPLICATION
APPLICANT INSTRUCTIONS
2020**

JACL Chapters and Districts are eligible to apply for a grant to support a project or activity that is supportive of the National JACL Strategic Plan. The Legacy Fund Grants Committee may award **grants up to \$5,000** to selected applicants. Funding for the program grants is provided by Legacy Fund revenues.

I. Applicants/Application

- A. Eligible applicants: JACL Chapters and Districts, either individually or jointly.
- B. Eligible applicants may submit more than one application.
- C. JACL Chapters or Districts **must be** the driving force in any proposed project. Third-party, non-JACL organizations that involve a Chapter or District only as the sponsor **are not** eligible to apply.
- D. Chapters and Districts shall provide proof of their 990-N tax filing.
- E. Include a contingency plan (back-up plan) should COVID-19 restrictions prevent completion of the project within the original timeline and/or format.
- F. Application deadline (reset date): June 16, 2020.**
- G. Applications shall be filed by either of the following methods:
 - 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 LFG Co-chairs Roberta Barton (rbarton4106@comcast.net) and Toshi Abe (tabe@jacl.org)
OR
 - 2. Mail the original, signed copy together with supporting documents, if any, to National JACL Legacy Fund Grants Committee, 1765 Sutter Street, San Francisco, CA 94115, postmarked by the filing deadline.

II. Grant Proposal

- A. The grant proposal must support the National JACL Strategic Plan.
- B. The goal of the Legacy Fund Grants is to support **new projects**. Repeat projects are not eligible. However, funding will be considered if the proposal is for a new element or new phase (variation) of an ongoing project.
- C. The grant proposal project/activities must be completed no later than June 1, 2021.

- D. 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.
- E. The grant proposal must include signatures on the Applicant Information page.

III. Grantee Selection and Awards: Legacy Fund Grants Committee

- A. The LFG Committee will consider the following criteria in reviewing and evaluating each eligible application:
 - 1. Relationship of the project goals and objectives to the JACL Strategic Plan (20%).
 - 2. Potential impact of the project for the Chapter, District and/or National JACL, and the larger community (20%).
 - 3. Capacity to implement the project, including adequate timeline (20%).
 - 4. Clarity of project goals and objectives (15%).
 - 5. Presence of a unique or specialized program (15%).
 - 6. Reasonable budget (10%).
- B. The LFG Committee may also consider additional criteria such as chapter size, geographic distribution, size of impacted communities and past fundraising participation in the National JACL Legacy Fund.
- C. The LFG Committee may choose to award partial grants or to disburse grants on an installment basis.

IV. Reporting Requirements

- A. Grantees are encouraged to submit photographs and/or short videos throughout the life of their project that can be used by JACL to publicize and promote the LFG program to JACL Chapters and Districts.
- B. Grantees shall submit a total of only two (2) written reports as follows:
 - 1. The grantee shall submit a final written report within thirty (30) days after the completion of the project, and no later than June 30, 2021. The final report should include: 1) copies of receipts or invoices as verification of all funds spent; 2) return of any unspent funds.
 - 2. The grantee shall also be required to submit one mid-term progress report no later than January 31, 2021. No mid-term report is required for projects completed in six (6) months or less. Quarterly progress reports are no longer required.
- C. Grant Proposal Changes
 - 1. Grantees shall obtain prior approval from the Committee if the amount awarded will not be utilized as stated in the application. Requests for changes to originally submitted projects must be received by December 31, 2020. Changes to originally

submitted projects will not be allowed after this deadline and any unused funds shall be returned.

2. Filing: All reports and requests for changes shall be filed in the same manner set forth above in Section I, Part F “Applicants/Application”.
3. If a partial grant is awarded, the grantee shall submit a revised budget to the Chair or his/her designee if the difference between the awarded amount and the amount requested is greater than \$500. The revised budget shall be required prior to the distribution of funds to the grant recipient. (Adopted by the National Board, October 1999).

V. Application/Project Completion

- A. Any applicant that does not fulfill the terms and/or conditions of the award:
 1. Shall be ineligible to apply for any future Legacy Fund Grant 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.
 2. Shall have future Chapter or District allocations from the Legacy Fund set off from the amount of the grant that remains unpaid (Legacy Fund Steering Committee, 1990).
- B. If a District defaults on its grant, the individual Chapters in that District would not be penalized. They would be eligible to submit individual proposals in the following year (Legacy Fund Grants Committee, 2012).