

JOOI Legacy Fund Act!on Grant Application Form

Thank you for applying for the Legacy Fund Act!on Grant!

The Legacy Fund allows JOOI members the opportunity to improve their schools and communities.

The application is due in full before April 17 at 11:59PM CST. In order for an application to be considered all pieces must be received by the Optimist International Office by that time. If you submit an electronic application we must have received your signatures by the April 17 deadline to be considered. Winners will be notified via mail by May 1. Note that grants will be disbursed after the project is completed. (Only in some cases can invoices be paid directly.) If you have any further questions or concerns, please do not hesitate to email youthclubs@optimist.org.

As you go through this application, please make sure to fill in each inquiry completely with specific details about the service project you and your club wish to run. You can fill out this application in one of two ways: 1) electronically, or 2) manually by printing this application and filling it out by hand. Once you have finished the application (be it electronically or manually), please follow the submission instructions outlined on the last page. Keep in mind that **electronic signatures will not be accepted**. You must print out the signature page (which is found on the last page of this document), then sign the required fields with your advisor. Don't forget to fill out the application completely!

4494 Lindell Blvd., St. Louis, MO 63108

1-800-500-8130 FAX: +1-314-735-4118

youthclubs@optimist.org

JOOI Legacy Fund Action Grant Application Form

Grant application

Must be received before or on April 17

Contact name (must be a JOOI member): _____

Contact e-mail address: _____ JOOI Club level: _____

School name: _____ Club #: _____

High School/Club address: _____

Country: _____ City: _____

State/Parish/Province: _____ Zip/postal code: _____

School phone number: _____

Advisor information

You must have an adult advisor to apply for a grant. Your adult advisor can be a faculty advisor, a school administrator or an Adult Optimist. Please ask your advisor to complete the following information.

Email: _____

Street address: _____

Country: _____ City: _____

State/Parish/Province: _____ Zip/postal code: _____

Optimist Advisor

Faculty advisor

School Administrator

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Project information

Answer the following questions in the space provided. Be complete and give details where appropriate. All answers must be included within this document. Additional sheets of paper are not acceptable and will result in disqualification.

Project title: _____

Description of project and community needs that it meets: _____

What have you done so far for the project? _____

Will this project be repeated in the future? ___Yes ___No

List who will be heading the project (4 people maximum):

Name	E-Mail	Phone Number

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Project timeline

When and where will your project take place? _____

Complete the table below with a tentative timeline for your project.

Date(s)	Progress Goal(s)

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Budget

Please list all project expenditures.

Item(s)	Quantity	Cost
Total		

Which elements of your project do you plan to support through donations or independent fundraising?

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Additional comments concerning the budget:

Additional general information:

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Signatures

By signing this grant proposal, you agree to:

1. Submit the final report within two weeks of the completion of your project.
2. Use all grant money for the purposes detailed in your application.
3. Keep accurate financial records and include the records in the final report.
4. Allow your project to be used in any media or future Legacy Fund promotional campaigns.

Applicant: _____ Date: _____

Faculty or Optimist Advisor: _____ Date: _____

How to send in the application

This application can either be filled out by hand or typed; however, the signatures must be handwritten. **No electronic signatures will be accepted.** If the application is typed and sent in electronically, make sure to print out the signatures page (this page), have your advisor and principal sign it, and scan it. After everything is filled out, send in this application in one of three ways:

1. Scan the signatures page and fill out the rest of the application electronically. Title the document "LFG_Application_YourClub.doc," and send the application to youthclubs@optimist.org. In the "YourClub" section, please put the name of your Club. When emailing the application, label the subject of the email as "LFG Application YourName/YourClub." Be sure to attach the document.
2. Fax the application to the Optimist International Office in St. Louis at 1-314-735-4118.
3. Mail in the application to the Optimist International Office at:

Optimist International
Attn: LFG Application/Amy Keller
4494 Lindell Blvd.
St. Louis, MO 63108
USA

**If you have any additional questions, please email
youthclubs@optimist.org**