# Community Assistance Fund (CAF) Fund Request Guidelines

Organizations applying for funds must all meet the following criteria:

- 501(c)(3) public charity
- Support the Junior League of Baton Rouge's vision (physical health, education and cultural development)
- Benefit residents of East Baton Rouge Parish

#### Fund request may not be:

- Related to religious, political, or medical research projects
- Used for travel budgets
- Used for renovations in buildings not owned or in long term lease
- Issued to a non-profit for more than 2 consecutive years
- Issued to an entity receiving funds as an existing Junior League of Baton Rouge project
- Granted to individuals
- More than \$2500 (unless Junior League of Baton Rouge Board approved)

### **Fund Request Process**

#### **Applicant's Actions:**

- Complete the online application on the Junior League of Baton Rouge's website.
- For consideration in a particular month, completed application must be received by the 2nd Tuesday of the previous month.
- Completion of our Post CAF Grant Evaluation

## Junior League Actions:

- The Community Assistance Fund (CAF) Chair will send an acknowledgement receipt of the grant application.
- The CAF Committee will meet monthly to review applications.
- The CAF Committee will meet communicate decisions within 10 business days after its monthly meeting.
- The CAF Chair and the Junior League of Baton Rouge President will disburse and present grants within 30 days of its monthly meeting.

#### How to contact us:

Community Assistance Fund
Junior League of Baton Rouge
9523 Fenway Avenue

Baton Rouge, LA 70809

Phone: 225-924-0298 Fax: 225-927-2547

Email: caf@juniorleaguebr.org