



## 2012 GUIDELINES & CRITERIA

The Jarden Consumer Solutions Community Fund understands and appreciates the time and effort necessary to develop a funding proposal. Our application process has been designed to be as simple as possible. Please use the following self-assessment information to assist you in determining whether or not your program or organization meets the JCS Community Fund's basic eligibility requirements. If your organization and/or supported program(s) will not meet these criteria, please do not apply for a JCS Community Fund grant.

### Communities and Focus Areas

The JCS Community Fund targets community development initiatives that focus on improving the lives of individuals in the communities where JCS employees live and work—including Bentonville, Arkansas; Fontana, California; Boca Raton and Miami, Florida; Hattiesburg and Waynesboro, Mississippi; Neosho, Missouri; and McMinnville, Tennessee. The grant proposal and program must clearly meet the following focus areas:

- At-Risk Women, Families and/or Youth, and
- Food Programs

### Grant Submission Requirements

Your organization must:

- Operate as a 501(c)(3) charitable organization as defined by the Internal Revenue Service and have been doing so for a minimum of 36 months;
- Provide a human service; and
- Maintain a non-discrimination policy: open to all people, without regard to race, color, gender, sexual orientation, religion, disability or national origin.

### Grant Application Deadlines and Method of Consideration

Local Employee Committees (comprised of Jarden Consumer Solutions employees at each location participating in the JCS Community Fund) meet on a quarterly basis to review and recommend grant requests to the JCS Community Fund Board of Directors. **In order to ensure adequate time for review, please be sure to submit your application to the JCS Community Fund by any of four deadline dates:**

- **First Quarter – February 24**
- **Second Quarter – April 27**
- **Third Quarter – July 27**
- **Fourth Quarter – September 28**

Grant requests outside of regularly scheduled Employee Committee meetings may be considered in the event of natural disasters and other unexpected events.

Please also note that first-time grant applicants are generally limited to a maximum of a \$5,000 grant.

### **Restrictions**

The JCS Community Fund will not fund certain types of organizations and/or programs. Please review the following prior to moving on to the application process.

Contributions are not provided to:

- Requests that fall outside of communities in which JCS employees live and work;
- Capital campaigns;
- Fundraising events such as galas, charity balls, walk-a-thons, or similar events;
- Individuals;
- Public or private schools;
- Political activities such as election campaigns, issue endorsements or legislation reform;
- Religious organizations (e.g., houses of worship, etc.);
- Trips, travel, cultural exchange programs or athletic sponsorships; and
- Requests to support trade or vendor activities.

### **Length of Grants**

All grants are for one year and are not automatically renewable. Grant periods begin from the time the local Employee Committee votes in favor of recommending a grant request for approval by the Board of Directors. Each grant check from the JCS Community Fund is accompanied by a letter informing the recipient agency of its grant period as well as when a reapplication to the JCS Community Fund may be made.

### **Method of Application Submission**

If your program meets our eligibility requirements, your organization may apply for funding by mailing or e-mailing the application and all requested materials to:

Jarden Consumer Solutions Community Fund  
2381 NW Executive Center Drive  
Boca Raton, FL 33431  
[CommunityFund@jardencs.com](mailto:CommunityFund@jardencs.com)

*If you have any questions about the application process, please call us at (561) 912-4100.*



## 2012 Grant Application

*Prior to completing this application, please be sure that you have read the JCS Community Fund Guidelines and Criteria. You must use this application, and incomplete submissions will not be processed. You may use additional pages if necessary to complete the application.*

**1. Legal name of organization, address, name of executive director and Web site address (if any):**

**2. IRS 501(c)(3) non-profit for at least three years? (Check one)  YES  NO**

**3. Federal Tax ID Number \_\_\_\_\_ (must also include IRS letter; see "Attachments")**

**4. Contact person's name and title: \_\_\_\_\_**

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

**5. AMOUNT REQUESTED: \$ \_\_\_\_\_**

*Note: First-time grant applicants are generally limited to a maximum of \$5,000.*

**6. State your organization's mission:**

**7. Please provide a description of the grant request, including specifics on how your organization intends to apply it.**

**8. Which of the Jarden Consumer Solutions Community Fund community focus areas — at-risk women/families/youth and/or food programs — will this grant request address?**

**9. List the proposal's targeted population and geographic communities. Please also include the number of individuals it is anticipated will be served by this program.**

**10. From where are your clients referred (i.e., how do your clients find out about you)?**

**11. Total number of staff: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_**

**12. Annual program budget: \_\_\_\_\_**

*Please attach a detailed program budget with the application.*

**13. Annual agency budget: \_\_\_\_\_**

**14. Please list your three largest annual sources of funding and amounts?**

**15. List any previous support from Jarden Consumer Solutions in the last three years.**

*Note: In order to ensure that agencies have used funding as directed, a detailed summary of how the most recent grant was spent must be supplied with this application if reapplying for funds.*

**16. Please attach an electronic file of your agency's logo in a high-resolution, print-ready format (.jpg, .gif, .psd, .eps, .tif, .png, .ai or .bmp).**

*Logos will be used by the Jarden Consumer Solutions Community Fund in materials to assist with fundraising among Jarden Consumer Solutions employees and for other communications purposes. Acceptance of a donation from the Jarden Consumer Solutions Community Fund shall be deemed to provide Jarden Consumer Solutions with the right to use your agency logo in these materials without approval and free of charge.*

**PROPOSAL NARRATIVE**

Please provide the following on your organization's letterhead.

1. Brief summary of the organization's history, goals and key achievements (100 words or less).
2. Overview of the organization's structure and programs, including board, staff and volunteer involvement (Please note: organizational charts are preferred).
3. Describe the community needs and/or challenges that this effort will address (100 words or less).
4. Please provide a statement noting the impact this grant will have on the program budget and the overall program. Include information on how this grant is necessary for the continuation of the program(s) and how it will impact your organization's operations.
5. Specific activities and timetable for meeting your stated objectives.
6. Future plan for sustaining this effort and strategy for building your funding base.
7. If applicable, identify any organizations with which you collaborate to address the issue(s) in this proposal.
8. Describe the goals and objectives of the stated program and how you will measure their achievement, including what evaluation tools, methods and/or data sources will be used (200 words or less).
9. Please provide reporting on the performance your previous year's grant (applicants renewing grants or reapplying only). *Your reporting narrative should include an accounting of how your previous grant was spent, the populations assisted and statistics to support intended use of the previous grant from the JCS Community Fund. Include budgets and line-item expenditures as applicable.*

**IMPORTANT – REQUIRED ATTACHMENTS**

In addition to the requested information above, all of the following must accompany the proposal:

1. IRS letter confirming 501(c)(3) tax-exempt status;
2. List of current Board of Directors and key executive staff; and
3. Financial information:
  - Total Board-approved organizational budget for the fiscal year, including administrative and employee compensation costs; and
  - Most recent independent audit or account review cover letter.

## SUBMISSION REQUIREMENTS

Deliver completed application package to:

**Jarden Consumer Solutions Community Fund**

2381 NW Executive Center Drive

Boca Raton, FL 33431

or

[communityfund@jardencs.com](mailto:communityfund@jardencs.com)

I hereby certify that I have read and that this application adheres to the Guidelines and Criteria of the Jarden Consumer Solutions Community Fund. Moreover, I understand that any application for a renewal of funding must be accompanied by an accounting of how previous grant funds were spent. I further certify that the information contained herein is accurate.

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Signature of organization's Executive Director or CEO

Date