

Thank you for your interest in the Junior Woman’s Club of Williamsburg. We are pleased to offer your organization an opportunity to apply for funds for 2020. While you may add to the application, the **total application** is not to exceed **three pages**. The deadline for completed, returned

a pplications is **February 3, 2020**.

Completed applications and accompanying materials may be mailed directly to: Donations Committee

Junior Woman’s Club of Williamsburg

P.O. Box 1117

Williamsburg, VA 23187 or emailed to [jwcw.donations@gmail.com](mailto:jwcw.donations@gmail.com)

You are responsible for returning the application on or before the deadline. Please note that no exceptions will be made for those who submit applications after the deadline has passed. If you have any questions, please send them to [jwcw.donations@gmail.com](mailto:jwcw.donations@gmail.com) or call (757) 272-4376.

When applying, please be aware that we are unable to provide donations toward named scholarships, unless the scholarships are given in our club’s name. We are additionally unable to provide donations that cover a salary.

Junior Woman’s Club of Williamsburg is dedicated to the service of our community and has donated thousands of dollars every year. Notice of contributions will be sent out and checks distributed by April 2020. We look forward to receiving your application.

Sincerely,

Erica Hammett Kelsey Guth

Donations Co-Chairs

Junior Woman’s Club of Williamsburg

P.O. Box 1117 Williamsburg, Virginia 23187

**2020 DONATION REQUEST FORM** *APPLICATION DEADLINE: February 3, 2020*

Today’s Date: Current Contact Person: Organization Name:

Address:

Phone: Fax:

Email: Web Site:

Business Entity Type Information: Corporation

* + Sub Chapter S Corporation;
  + Multi-State Corporation;
  + Non-profit exempt under IRS Section 501 (c) (enter qualifying number) Other Type
  + Enter entity type:

Our donations budget has two categories: General and Arts. Please check the box for the category you think is most appropriate for your project. Your project may be re-categorized at the discretion of the club.

Donations Category:

* **General**: advertising for non-arts related events, bus/taxi vouchers, calculators
* **Arts**: art supplies, sheet music, gardening materials, easels

1. Please give a brief statement of purpose or mission for the organization.
2. What are the organization’s long-term goals and objectives?
3. What geographic area does the organization serve?
4. How many people are served or benefit from the organization?
5. What is the organization’s annual budget? What are the funding sources and amounts?
6. Number of full-time employees: Number of part-time employees:

Number of volunteers:

1. Please indicate and describe the type of donation needed. Additional pages or brochures may be attached.
   1. Monetary Donation - Please be specific, i.e.: descriptions, quantities, and costs of equipment, use of equipment, who benefits; cost of performances (a series needs to be itemized.), for what audience, etc.
   2. Donation of goods - Describe the type and quantity of items needed, whether they need to be new or used, etc.
   3. Donation of Services or Time - Describe activity, how many volunteers are needed, date of activity, if any special skills are required, etc.
2. Have you received funds from Junior Woman’s Club of Williamsburg previously? Yes No If yes, what year and for which project?
3. My project needs to be fully funded – I am unable to complete the project with partial funds.

My project can be partially funded. I have secured/am attempting to secure additional funds. (Please list these below.)

**APPLICATION DEADLINE: February 3, 2020 Total application not to exceed 3 pages**

Please return your completed application to either [jwcw.donations@gmail.com](mailto:jwcw.donations@gmail.com) or

**Donations Committee**

**Junior Woman’s Club of Williamsburg**

**P.O. Box 1117 Williamsburg, VA 23187**