JACL 2023 LEGACY FUND GRANT INSTRUCTIONS AND APPLICATION

I. **Overview**
   a. JACL Chapters in good standing and Districts are eligible to apply for a grant to support a project or activity which can build the chapter or district's capacity to advance JACL's vision and mission.
   b. Funding is provided by an annual distribution from the Legacy Endowment Fund.

II. **Eligibility**
   a. JACL Chapters in good standing and Districts are eligible to apply. They may apply individually or jointly.
   b. Chapter in good standing status will be verified with the Credentials Committee. A district should be prepared to submit its current Form 990.

III. **Grant Application Purpose**
   a. Eligible applicants may submit more than one application.
   b. **JACL Chapters or Districts MUST be the driving force in any proposed project.** Third-party, non-JACL organizations/individuals that involve a chapter or district only on the periphery and only as the project sponsor are NOT eligible to apply.
   c. **To avoid a conflict-of-interest,** Chapter and District Board members cannot be compensated for work performed as part of a Legacy Fund Grant project.
   d. **The primary goal of Legacy Fund Grants is to support new projects at the local level resulting in programming that grows the membership and builds capacity to further the organization's vision and mission.**
      i. Repeat projects are <u>not</u> eligible for funding.
      ii. New projects that are short-term, smaller in scale, or one-time only projects that may require less than the maximum grant amount are also eligible and will be considered.
      iii. The applicant should clearly demonstrate how their one-time only project will generate continuing, longer-term programming.
   e. **Legacy Fund Grants are intended to provide "seed" money to start new projects/programs and should not be viewed as the sole source of funding**.
      i. Applicants should use the Legacy Fund Grant to attract other grants, partner with other organizations and groups, or generate additional revenue through admission or registration fees.

ii. However, JACL must remain the primary beneficiary. Partner organizations or groups (third parties) should not significantly benefit more from Legacy Fund grants than the JACL.

IV. **Grant Application Submission**
   a. The filing deadline is **11:59 PM Hawaii Standard Time, October 1, 2023.**
   b. The application and budget documents can be completed on-line using the link provided when the application was requested and save on the effort to download and upload.
   c. The application and budget documents can also be downloaded, completed and then uploaded to the Google Drive folder using the link provided when the application was requested.
   d. The application and budget documents can be also emailed as a last resort to **LFG@jacl.org** no later than the above stated deadline.

V. **Awards and Project Periods: select <u>one</u> of the following**

   a. __ **Project Period A (Max 10 Months)** A grant of up to $4,000 for a project/activity that must be completed within a year by August 30, 2024. A partial grant may be awarded.
   b. *Enter* proposed project start date:
   c. *Enter* proposed project end date (no later than August 30, 2024):

   d. __ **Project Period B (Minimum 18 Months)** A grant of up to $8,000 for a project/activity that must be completed by June 30, 2025, should commence by December 1, 2023, and not be completed earlier than April 30, 2025. A partial grant may be awarded.
   e. *Enter* proposed project start date:
   f. *Enter* proposed project end date (no later than June 30, 2025):

VI. **Project Proposal**
   a. Legacy Fund Grant projects should impact the JACL mission and vision and be implemented by JACL members to increase the visibility of the JACL at the chapter, district, or national level.

   b. Enter Project Title Here:

   c. Please, provide a summary of the project and the project goals and the relationship to the JACL mission.

      i. *Enter Response Here*

d. Identify specific goals and objectives that further the mission and vision of JACL with measurable outcomes from the following categories: percent increase in Chapter membership, development of new Chapter/District leaders, etc… Include a brief methodology of each measurable outcome.

    i. How will JACL membership be affected at local/regional/national levels, and how will this change and diversification of membership be measured and demonstrated?

        1. Ex. "We will ask ten individuals to become chapter members and identify those ten. Four lapsed members will renew on their own."

        2. Ex. "We plan to net 2-3 new youth members."

        3. Ex. "This project will achieve a 90% renewal rate for the year which is up from the current 80% rate."

   ii. *Enter Response Here*

   iii. Will other organizations (civil/human rights, educational, API community, etc.) be involved in the project development & execution? If so, who and how?

        1. Ex. "We will partner with the local OCA chapter and other AAPI organizations to publicize the event and drive attendance."

   iv. *Enter Response Here*

   v. Projects should increase the visibility of JACL at the chapter, district, and/or national levels through proactive steps before, during, and after the project completion. What is the plan and how will this increased visibility be demonstrated and reported?

        1. Ex. "We reached 30 non-members through outreach to local media coverage. We reached 60 chapter members through email and social media platforms."

        2. Ex. "The performance will reach 500 students through five performances by working with school administrators."

3. Ex. "Local community, print media and social media influencers will be used to build anticipation of the event, cover the event and do community follow-up six months afterwards."

    vi. *Enter Response Here*

    vii. How does this project provide an opportunity to build chapter or district financial development? What are the goals of the project?
1. Ex. "We hope to raise an additional $10,000 in grants which gives our two volunteer grant writers multiple opportunities to find and submit grant applications.
2. Ex. "We hope to have the capacity to fundraise at least $7,500 a year moving forward with the experience gained from this project.

    viii. *Enter Response Here*

    ix. How many and what are the roles of the JACL members directly involved in the planning and implementation of the project? Please highlight the skillset or relevant experiences of members key to a successful project outcome within the chosen timeline and budget.
1. Ex. "Lead grant writer, K. Nakamoto, was a development officer at a non-profit before retiring. The workshop facilitator, J. Tomita, is currently the Ethnic Studies Chair at Central West College. L. Pang is the chapter's civil rights chair and works as ADL's public policy director with an extensive background in hate crimes reporting and statistics."

    x. *Enter Response Here*

e. What is the contingency plan if another pandemic occurs or other unforeseen event derails the timeline?
1. Ex. If we are unable to hold the event in person, we plan to move the event to an online platform.

    ii. *Enter Response Here*

VII. Budget Template
a. A reasonable budget reflecting the project's true financial needs must be submitted using the LFG 2023 Budget Template sheet.   Please either update

on-line through the Google Drive folder link first provided when the application was requested or download the LFG 2023 Budget Template sheet and then upload when completed back into the same Google Drive folder.

b. The budget categories are editable and may be modified to fit the needs of your project.

c. If the full requested grant amount is not awarded, state the minimum amount needed for the project to continue and describe how the project implementation and outcomes might differ with the reduced amount.

d. If the full requested grant amount is not awarded, and if the difference between the awarded and the requested amount is greater than 10% of the requested, a revised budget shall be required prior to the distribution of funds. Submit the revised budget, using the same LFG 2023 Budget Template by uploading or editing the original budget on-line. The LFG 2023 Budget Template will have an additional column added to highlight and support the revisions.

VIII. Project Start, End, and Report Dates: Please upload project status reports directly to your specified Google folder according to the applicable project period schedule.

a. **Project Period A (Max 10 months):**
   i. A midterm project status report is due no later than February 28, 2024.
   ii. The midterm report is waived if the project is completed by June 30, 2024.
   iii. A final report is due within 30 days of the project's completion.

b. **Project Period B (Minimum 18 months):**
   i. Three interim project status report dates:
      1. February 28, 2024
      2. August 30, 2024
      3. February 28, 2025
   ii. A final report is due within 30 days of the project's completion.

IX. Public Relations

a. Grantees are encouraged to submit photos and videos to their Google Drive folder throughout the life of the project to be used by JACL National to publicize and promote the Legacy Fund Grant Program through its social media channels.

b. Grantees will share their completed project in the Pacific Citizen by submitting a story or working with the Pacific Citizen staff who may choose to write a story.

c. Grantees 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.

X. **Grantee Selection and Awards: Legacy Fund Grants Committee**
    a. The Committee will consider the following criteria in reviewing and evaluating each eligible application:
        i.   The clarity of project goals and objectives.
        ii. The relationship of the project goals and objectives to the JACL mission
        iii. JACL potential impact of the project for the Chapter, District and/or National JACL, and the larger community in terms of membership growth, leadership development, building financial capacity, community collaboration and public relations.
        iv. Capacity to implement the project, including adequate timeline.
        v.   A reasonable budget which reflects the project's true financial needs

    b. The 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.

XI. **Grant Proposal Changes**
    a. Grantees shall obtain prior approval from the Committee if the amount awarded will not be utilized as stated in the application.

    b. Requests for changes to originally submitted projects must include any revisions to original budgets and must be received no later than two weeks after notification of award.

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

XII. **Project Incompletion**

    a. Any applicant that does not fulfill the terms and/or conditions of the award:

        i. Shall be ineligible to apply for any future Legacy Fund Grant until the unfulfilled terms and/or conditions have been met or the award is returned to the Legacy Fund.

        ii. Shall have future Chapter or District allocations from the Legacy Fund set off from the amount of the grant that remains unpaid .

        iii. If a District defaults on its grant, the individual Chapters in that District will not be penalized. The Chapters will be eligible to submit individual proposals in the following year.

XIII. **Intellectual Property**

    a. JACL National, Districts and Chapters, shall retain ownership rights to any intellectual property or curriculum created with Legacy Fund Grants.

XIV. **Signature: Each application must be signed by the project chair and the chapter president for a chapter application or the district council governor for a district application.**

    a. **Signature of Project Chair** indicates agreement with the above grant guidelines and reporting requirements.

    b. *Enter* Grant Name **and** "Please, accept this as my official signature:"

    c. *Enter* Date:

    d. *Enter* Phone#:

    e. **Signature of the Chapter President or District Council Governor** indicates the above proposal was reviewed and approved by the Chapter President or District Council Governor.

    f. *Enter* Name **and** "Please, accept this as my official signature:"

    g. *Enter* Date:

    h. *Enter* Phone#:

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