



## LADIES OF CHARITY

OF THE UNITED STATES OF AMERICA ®

*Providing Vincentian Leadership to Women Acting Together Against All Forms of Poverty*

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### Junior Ladies of Charity (JLOC) Grant Guidelines

The following guidelines are provided for grant applicants to review.  
Please do not include any page of this document with a *JLOC Grant Application*.

The LCUSA Board of Directors voted to utilize a portion of the money from the Kathleen Hager bequest for providing financial assistance to Junior Ladies of Charity (JLOC) groups. Designated grant monies are awarded for local projects to alleviate poverty through service, education, and advocacy. No grant monies will be awarded to a JLOC group for donating to another organization.

JLOC grant monies awarded by LCUSA are competitively based on available funding. However, the maximum amount awarded yearly to a JLOC group is \$150.00. JLOC groups may submit annually a *JLOC Grant Application* for a new or ongoing project.

All *JLOC Grant Applications* must be sent to the LCUSA National Office **by March 1st** of the calendar year of the grant application. Completed applications are accepted via mail or email. However, no late grant applications received through any delivery method can be accepted. After the deadline, all *JLOC Grant Applications* are first vetted by the LCUSA Executive Administrator using the criteria outlined on page 2. The Executive Administration will return to sender ineligible grant applications along with an explanation letter. Only eligible grant applications are forwarded to members of the LCUSA Executive Board. Each ranks the *JLOC Grant Applications* utilizing the criteria outlined on page 2. **For a successful JLOC grant outcome it is highly recommended that before a JLOC group applies all the criteria on page 2 is prudently considered.**

During the annual LCUSA spring board meeting all the scored *JLOC Grant Applications* are presented to the entire board for discussion and vote to approve or disapprove. JLOC grant applicants will be notified by the LCUSA National Office of the Board of Directors final decisions. All JLOC grant awarded funds in the form of a check will be mailed by June 1<sup>st</sup> in the calendar year of application.

A Junior Ladies of Charity group awarded a JLOC grant must submit to the LCUSA National Office a *JLOC Grant Report* with photograph(s) and receipt(s) to document the distribution of the funds. The deadline for the *JLOC Grant Report* is as soon as a program/project is completed, but no later than 12 months from the date of the award letter.

If a JLOC group needs help with any part of the JLOC grant application process, please contact the LCUSA National Office.

**Criteria used by LCUSA Executive Administrator to first vet all JLOC Grant Applications:**

1. The *JLOC Grant Application* is received in the LCUSA National Office by **March 1st** in the calendar year of the grant application. Completed applications are accepted via mail or email.
2. The JLOC group is in good standing with their sponsoring Ladies of Charity Association and LCUSA. “Good standing” means that the members and adult moderator(s) of the JLOC group are following the procedures and strategies outlined in LCUSA document *Junior Ladies of Charity-AIC Guidelines & Membership Application*.
3. For any prior JLOC Grant monies received, the JLOC group submitted to LCUSA a *JLOC Grant Report* by one year from the date of their award letter.

**Criteria used by LCUSA Board Executive Committee Members to rank JLOC Grant Applications:**

*Each is scored on the scale indicated below with a maximum of 40 points being awarded.*

1. Project Description: Funding targeted to the marginalized and or persons living in poverty.  
*0-10 points awarded*
2. Involvement of Members: Significant % of JLOC involvement. Builds relationships with the marginalized and or persons living in poverty.  
*0-10 points awarded*
3. Number of people benefitting.  
*0-5 points awarded*
4. Creative approach to addressing needs.  
*0-5 points awarded*
5. Collaboration with other groups and/or Systemic Change methods.  
*0 -5 points awarded*
6. Financial Contribution: Matching funds from JLOC group or collaborators will also be used to fund project.  
*0 -5 points awarded*