

# THE LANTERN LEAGUE

## Instruction Letter

### **Mission Statement of The Lantern League**

*“To support and fund educational and developmental opportunities and programs for women and girls.”*

1. **Before applying to THE LANTERN LEAGUE for a grant, please confirm that your proposal falls within the guidelines of the Mission Statement of THE LANTERN LEAGUE.**
2. **THE LANTERN LEAGUE does not accept unsolicited grant applications. Each grant application must be sponsored by the Grant Subcommittee or a member in good standing of THE LANTERN LEAGUE.**
3. **Deadline for Grant Applications is September 30.**
4. **Defining Terms:**
  - a. **Purpose of the Grant – What women’s education and/or developmental issues, needs or problems does this proposal address?**
  - b. **Describe goals, objectives & strategies involved in this project – What action do you propose and how will you implement that action to effectively accomplish the purpose of the grant? What is the time frame for the completion of this project?**
  - c. **Personnel Involvement – Who will be involved in carrying out the plans outlined in this project? Will you utilize existing paid personnel or volunteers?**
  - d. **Evaluation Process – How will you evaluate the success of this project?**
  - e. **Project Budget – What are the expenses that you need to incur to successfully complete this proposal?**

**IMPORTANT NOTE: Comments are limited to the available space on the form. If additional pages are submitted – the grant will not be considered.**

5. **Please mail the completed Grant Application to:**

**THE LANTERN LEAGUE  
c/o Presentation High School  
2281 Plummer Avenue  
San Jose, CA. 95125**
6. **Attachments:**
  - a. **IRS Determination Letter confirming the organization’s 501(c)(3) tax-exempt status**
  - b. **Copy of *one* of the following:**
    - i. **Your Organization’s annual audit**
    - ii. **Your Organization’s Tax return**
    - iii. **Your Organization’s annual report or financial statements for the fiscal year.**
7. **You will be notified by THE LANTERN LEAGUE in December if you have been chosen to give a short presentation to the Membership at the January Meeting. We may also request a site tour. If the membership votes to fund your project, you will be notified shortly after the January meeting.**
8. **Sponsoring Member Nomination Form – to be filled out by a Lantern League member in good standing or the Grant Subcommittee.**
9. **Evaluation Report – Due September 30<sup>th</sup> of the funded year. Fill out the form provided on the website and send to the above address.**

THE LANTERN LEAGUE

# GRANT APPLICATION

Name of Organization \_\_\_\_\_

Addresses:

Mailing Address \_\_\_\_\_

Physical Location \_\_\_\_\_

Fax Number \_\_\_\_\_ Website \_\_\_\_\_

Contact Person & Title \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name of Sponsoring Lantern League Member \_\_\_\_\_

1. Tax Exempt Purpose and Activities of the Organization (*limit 250 words*) \_\_\_\_\_

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2. Purpose of the Grant \_\_\_\_\_

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3. Describe goals, objectives & strategies involved in this project \_\_\_\_\_

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4. Personnel involvement \_\_\_\_\_

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5. Evaluation process \_\_\_\_\_

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6. Amount Requested \_\_\_\_\_ Breakdown of Project Budget \_\_\_\_\_

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THE LANTERN LEAGUE

Sponsoring Member Nomination Form  
Please submit with completed Grant Application

Member's Name \_\_\_\_\_

Member's Phone Number \_\_\_\_\_ Member's E-mail Address \_\_\_\_\_

Organization that you are Sponsoring \_\_\_\_\_

What is your association with the Organization? \_\_\_\_\_

How many years have you been involved with the Organization? \_\_\_\_\_

In what capacity? \_\_\_\_\_

What are the strengths of the Organization? \_\_\_\_\_

Why is there a need for this proposal? \_\_\_\_\_

In your opinion, does the Organization have the ability and the personnel to accomplish this proposal in a timely manner? \_\_\_\_\_

Are you aware of any factors that would prevent the Organization from accomplishing the goals set forth in this Grant Proposal? \_\_\_\_\_

Would you be willing to accompany another member on a site visit to the Organization? \_\_\_\_\_

Any other comments? \_\_\_\_\_

Please review the instruction letter and make sure all of the requirements have been met. Please **initial here** \_\_\_\_\_ when you have completed this step.

