



# Community Event(s) Funding Application Packet



## JWB Procedures for Community Event(s) Funding

The Juvenile Welfare Board (JWB) supports a wide range of educational and community resource events that focus on children and families and are in alignment with its [Strategic Plan](#) and mission of the organization.

**Strengthening Community:** *Children served by JWB-funded Strengthening Community programs will benefit from collective neighborhood initiatives driven by community leaders. Strategy 5.5- Develop capacity to engage community members as active partners to strengthen the lives of Pinellas County children and families.*

### A. Funding Support Types:

1. Education & Community Resource Events focused on children and families
2. Conferences
3. Community Distribution of School Supplies, Emergency Supplies, Food, or other Basic Needs

### B. Community Event (s) Funding Support would not apply to the following:

1. Fundraising Events
2. Recreational Sports Leagues
3. Capital Funding
4. Any Individuals
5. Programs solely serving people outside Pinellas County
6. Programs with religious affiliation that do not support a secular community program and propagate a belief in specific religious faith
6. Events that have gambling occurring, including raffles
7. Make a Difference Day Events
8. Events that include alcohol



### C. Eligibility Criteria

1. Entities must be registered as a 501(c) 3 organization or be a governmental entity
2. The activity must benefit the children and families of Pinellas County
3. The activity must fit into the [strategic goals and objectives of JWB](#)
4. Requests shall not exceed \$ 3,000 with minimum request of \$500
5. All awards must be approved by JWB's Chief Executive Officer or Designee
6. Entities are eligible for one (1) award per Fiscal Year (October 1<sup>st</sup>- September 30<sup>th</sup>).

### D. Application Process-Website Funding Opportunities

1. Submit a letter on the organization's official letterhead and signed by an authorized signer, at least sixty (60) days, but no more than one hundred and eighty (180) days before the planned activity.
2. Complete the application form.
3. Briefly describe the planned activity, and its relationship to the [mission and goals of JWB](#).
4. Include information about the principal project, a synopsis of the budget itemized, funding sources, and the amount of funding requested from JWB.
5. Include a completed W-9 'Request for Taxpayer Identification Number and Certification.'
6. Submit all letters of inquiry to - [cefundingsupport@jwbpinellas.org](mailto:cefundingsupport@jwbpinellas.org)
7. The review of requests is ongoing throughout the year, or until the budget is exhausted.
7. Applications are reviewed on a first come, first served basis.



**Once funded, JWB requires that:**

1. The JWB logo is included in all printed materials for the event/program.
2. JWB is mentioned in content related to your event/program on social media and shared with JWB on our Facebook and Twitter feeds. Photographs are encouraged.
3. JWB be provided with a table at the sponsored event, as appropriate.
4. An evaluation of the event/program be submitted to JWB which should include a minimal number of people in attendance, overall narrative of event, how funds were used etc.
5. The organization will give a brief presentation about the event to the area JWB Community Council in coordination with the JWB Community Engagement staff and Community Council Chair.

**E. Funding Procedure**

1. Funding requests are reviewed by Chief Program Officer, Community Engagement Manager, Community Collaborations Manager, and Program Administration Senior Manager, and final approval by the Chief Executive Officer.
2. If approved, the request and backup are provided to JWB's Finance Department for processing and checks are mailed to the organization.



## Application for Community Event(s) Funding

*This application collects initial information on the event and organization you seek funding on behalf of. Please submit this application, signed letter of interest on organization's official letterhead, completed W-9, and an itemized event's budget to [cefundingsupport@jwbpinellas.org](mailto:cefundingsupport@jwbpinellas.org).*

Organization Information		
Date of application: Click or tap to enter a date.		
Organization or agency name: Click or tap here to enter text.		
Is your organization a 501(c)3 or government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>This is a requirement for funding approval</i>		Tax ID number (EIN): Click or tap here to enter text.
Mailing Address: Click or tap here to enter text.		
Email: Click or tap here to enter text.	Website: Click or tap here to enter text.	Phone: Click or tap here to enter text.
Please list any applicable organization social media platforms, handles and addresses (i.e. Facebook, Instagram): Click or tap here to enter text.		
Contact Name and Title: Click or tap here to enter text.		
Contact Phone Number: Click or tap here to enter text.	Contact Email Address: Click or tap here to enter text.	
Brief description of the organization: Click or tap here to enter text.		
Do you currently receive funding from JWB? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Event or Activity Information	
Event Contact Name and Title: Click or tap here to enter text.	
Event Contact Phone: Click or tap here to enter text.	Event Contact Email Address: Click or tap here to enter text.
Event Name: Click or tap here to enter text.	
Date of Event: Click or tap to enter a date. <i>Application must be submitted at least 60 days but no more than 180 days from the date of event.</i>	
Event Location: Click or tap here to enter text.	



Type of Event: Click or tap here to enter text.
Brief description of the event or planned activity: <i>Include its relationship to the mission and goals of JWB in description.</i> Click or tap here to enter text.
Estimated attendance of event: Click or tap here to enter text.
Description of Attendees (Ex. age, location, demographics): <i>The event must primarily serve Pinellas County residents.</i> Click or tap here to enter text.
Amount of funds requested: Click or tap here to enter text. <i>Minimum \$500; maximum \$3000</i>
Other funding sources that have been obtained: Click or tap here to enter text.

<p><b>Event Promotion and Advertising Information</b></p> <p><i>If funded the JWB logo will be supplied. The logo must be included in all printed materials for the event/program. JWB should be mentioned in content related to your event on your organization's social media platforms and shared with official JWB Facebook and Twitter feeds.</i></p>
<p>What promotional items will be produced for this event? <i>This includes articles intended for advertising and articles to be used at the event.</i> Click or tap here to enter text.</p>
<p>Will the event be promoted on your organization's social media? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will there be an opportunity for JWB to have a display table? <i>If funded, it is expected that there will be no cost to JWB to have a table at the event, as appropriate.</i> Click or tap here to enter text.</p>

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Signature: \_\_\_\_\_

Date: Click or tap to enter a date.