JUNIOR CHAMBER INTERNATIONAL

REQUEST FOR FINANCIAL ASSISTANCE

National Organization: _____ **Date submitted:** _____

Submitted by: _____ **Title:** _____

Total request: US$ _____ **Signature of Natl. Pres:** _____

This request must be received by the JCI Secretary General 30 days prior to the JCI Executive Committee Meeting at which time it will be considered.

Please answer the following questions and include appropriate back-up materials.

1. What is the purpose of the financial assistance requested? _____

2. What are the specific goals to be achieved with the project? _____

3. What is the total cost of the project in U.S. dollars? US$ _____

4. If travel is involved, please indicate the places to be visited _____

5. What key persons will be involved in the project, and what are their roles? _____

6. Indicate the proposed commencement: _____ and completion: _____ of the project.

7. Please provide any other comments which you feel may be appropriate in support of this application:

8. For translation assistance, please indicate the document(s) to be translated:

Received at JCI Headquarters on: ____ / ____ / ____ By: _____

JCI DEVELOPMENT GRANTS

During the year, on a limited basis, JCI provides financial assistance in the form of development grants to National Organizations. The main purpose is to encourage growth by supporting specific projects and training events aimed at weaker National Organizations and, in particular, those with membership potential.

If your National Organization or Area Association is interested in applying for a development grant, please note the following conditions taken from the JCI Policy Manual:

"POLICY 22-7. DEVELOPMENT GRANTS:

SECTION 1. Requests for financial assistance in the form of development grants for specific projects contributing to NOM growth and extension and NOM-to-NOM training, growth and new extension support may be considered for approval by the Executive Committee, provided application has been made to the Secretary General in writing and has been received at least thirty (30) days prior to the meeting at which the application is to be considered. It is recommended that thirty percent (30%) of funds available for development grants shall be made available for support to NOMs, by approval of the Executive Committee, for organizing general communication and basic services to the members of such NOMs.

SECTION 2. Applications must be made in advance of the commencement of the project concerned and shall contain sufficient information to enable the Executive Committee to properly consider it, to include such items as:

a. Detailed plan of action.
b. Budget.
c. Travel itinerary, where applicable.
d. Names of persons involved.
e. Dates.
f. Objectives and perceived benefits.
g. Where appropriate, evidence to support the request.

SECTION 3. Before payment of the grants is approved by the Executive Committee, a written report must be submitted, giving full details of results and achievements of the project concerned, including financial statements certified by the NOM president and treasurer or the association chairman and treasurer of the recipient organization substantiating the amount of the grant being claimed. NOM development grants shall be reviewed by the Executive Committee at their January and midyear meetings to consider achievements and membership growth, to determine further development action and grants.

SECTION 4. Claims for payment of the grant must be made within twelve (12) months of the date it was approved by the Executive Committee; otherwise, the grant will be forfeited.

SECTION 5. Any development funds which remain unallocated at the end of any fiscal year will automatically be carried forward to the ensuing fiscal year's development fund. This shall also apply to undisbursed grants which are forfeited in terms of Section 4 of this Policy."

If your National Organization or Area Association wishes to apply for a development grant for a specific program, please follow the above-noted guidelines and submit your application to the Secretary General at the JCI World Headquarters at least thirty (30) days prior to one of the three JCI Executive Committee meetings at which the application is to be considered. The Executive Committee meets three times a year: January, June and November at the World Congress.

Please remember that JCI's resources are limited and that not all grants are approved. If you have any questions on this process or need assistance in preparing your application, please contact the JCI World Headquarters.