



## 2025-2026 Friends of Jones Grant Application Instructions

1. Complete the [grant form](#), making sure to complete all required fields.
2. Attach copies of any invoices, quotes, or budgeted costs pertaining to your grant request.

**GRANT APPLICATIONS ARE DUE THE MONDAY PRIOR TO THE FOJ BOARD MEETING**  
**Please refer to the following schedule for submission due dates.**

### **Grant Submission Due Dates**

(Mondays)

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**September 8, 2025**

**October 13, 2025**

**November 10, 2025**

**December 8, 2025**

**January 19, 2026**

**February 16, 2026**

**March 9, 2026**

**April 13, 2026**

**May 11, 2026**

**Grant Cycle Closed**

### **FOJ Board Meetings**

(Mondays)

August 25, 2025

September 15, 2025

October 20, 2025

November 17, 2025

December 15, 2025

January 26, 2026

February 23, 2026

March 16, 2026

April 20, 2026

May 18, 2026

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3. The FOJ Grants committee will send an email to the grant requestor confirming that the grant was received. and may reach out with additional questions. Please allow up to 5 business days for a response from FOJ.
4. The grant application will be reviewed by JCP Administration/Finance Director prior to FOJ approval.
5. After the FOJ board meeting and vote, the Grants committee will notify the requestor of the outcome of the vote and, if applicable, how to obtain funding for the grant.

**Please note:** Friends of Jones funds grants for JCP students, groups, clubs, and departments directly affiliated with Jones College Prep. All submissions must come directly from Jones' student organization advisors, faculty, or administration. Friends of Jones does not accept grant requests from the Jones LSC, outside organizations, or to support students from other schools that may be involved in JCP organizations or events. Friends of Jones is unable to support any grants that do not meet these conditions.

## 2025 – 2026 GRANTMAKING GUIDELINES

### **Background**

Friends of Jones (FOJ) is a 501(c)(3) started in 2000. Friends of Jones is the parent and guardian-run, non-profit organization that supports Jones College Prep as an institution of academic excellence.

The Friends of Jones mission is to raise funds to support programs and activities that might otherwise be unavailable to students and the community, in addition to engaging volunteers for school events.

### **Grantmaking Priorities**

FOJ supports all aspects of our students' experience at Jones with an emphasis on direct student impact. Our priorities include:

- Supporting activities that are in line with the school's identified priorities
- Supporting activities that enhance the school experience for students
- Supporting activities that promote community

FOJ funds grants that directly support Jones Clubs, Organizations, Student Life, Academics, Arts, & \*Athletics.

*\*FOJ is phasing out the funding of athletic uniforms, equipment, and sports banquets or season-end celebrations. These funding requests should go through the Jones Athletic Booster Association. FOJ will consider limited grants that may not be covered through the athletic budget or Jones Booster efforts.*

### **Eligible Grant Applicants**

Grant applications can be submitted by an individual from one of these groups, following the defined grant guidelines and request processes:

- Jones College Prep Student Club Advisors
- Jones College Prep Faculty
- Jones College Prep Administration
- Jones College Prep Coaches

### **Guidelines for Funding**

- Funding amounts and availability are directly linked to the amount of money raised through FOJ fundraising events. The goal is to distribute money collected as closely as possible to the year raised.
- FOJ funding supports expenses not covered in the school budget.
- FOJ makes funding decisions based on impact with dollar thresholds set annually at the discretion of the FOJ Board.
- FOJ funds may also provide support for purchasing goods and services from non-CPS vendors when necessary.
- FOJ funds are intended to serve as a supplementary resource, not as a replacement, once all other funding options have been exhausted. Other funding sources should include family contributions from students involved in the club/organization/activity, fundraising efforts, external grants/funding, and donation matching.
- FOJ provides funds to support Jones students. If clubs or teams consist of students from other schools, FOJ funds the amount proportional to the percentage of Jones students.
- FOJ does not fund requests from any individual Jones student or student groups not affiliated with a Jones club, organization, athletics, or faculty-sponsored group.

- FOJ will not support expenses related to faculty professional development and activities without approval from the Jones Principal.
- With the creation of the Jones Booster Club, FOJ may fund limited athletic grants upon review.
- All funding requests require the completion of a grant application and supporting budget documents.
- FOJ accepts grant applications monthly throughout the school year and votes on them at the monthly FOJ Board meetings. FOJ meetings usually occur on the third or fourth Monday of each month unless there is a conflict with the school calendar. The FOJ meeting schedule is published on our website <https://friendsofjones.org>.
- Completed application forms, including budgets, are due on the Monday before each FOJ Board meeting. Grant requestors are notified of results by the FOJ Grants Committee after the meeting.
- Acknowledgment of receiving or declining a grant request is made through an email acknowledgment. For those granted, additional detailed reimbursement or payment instructions are provided.

	Student Clubs/Orgs	Faculty/Administrators	Athletics or Other Dept
Requestor	Student Club Advisor	Teacher or Administrator	Coach or Other Advisor
Steps	<ol style="list-style-type: none"> <li>1. Check to see if money exists in your club account by talking with the Finance Director.</li> <li>2. Collect funds through families of students participating in the club and pursue fundraising opportunities to cover the gap.</li> <li>3. If unable to meet the entire need, review the FOJ Grantmaking Guidelines to ensure that your request is aligned with our guidelines.</li> <li>4. Review grant application instructions located on the FOJ website <a href="https://friendsofjones.org/grant-applications">https://friendsofjones.org/grant-applications</a>.</li> <li>5. Complete the <a href="#">grant form</a>, making sure to complete all required fields.</li> </ol>	<ol style="list-style-type: none"> <li>1. Meet with the Dept. Head/ Admin Team to determine if costs are covered under an existing budget.</li> <li>2. If unable to fund or cannot fund because it is a non-CPS vendor, check with the Finance Director to: <ul style="list-style-type: none"> <li>– Determine if there are resources in the school budget to support your request.</li> <li>– Identify other vendors that can meet the needs at a comparable price</li> </ul> </li> <li>3. If unable to be funded through Jones, review the FOJ Grantmaking Guidelines to ensure that your request is aligned with our guidelines.</li> <li>4. Review grant application instructions located on the FOJ website <a href="https://friendsofjones.org/grant-applications">https://friendsofjones.org/grant-applications</a>.</li> <li>5. Complete the <a href="#">grant form</a>, making sure to complete all required fields.</li> </ol>	<ol style="list-style-type: none"> <li>1. Meet with the Athletic Director to determine if costs are covered under an existing budget.</li> <li>2. If a gap remains, the coach works with the Athletic Director and Finance Director to see if money can be reallocated through the normal budget process and requests LSC approval.</li> <li>3. If still unable to be funded, review the FOJ Grantmaking Guidelines to ensure that your request is aligned with our guidelines.</li> <li>4. Review grant application instructions located on the FOJ website <a href="https://friendsofjones.org/grant-applications">https://friendsofjones.org/grant-applications</a>.</li> <li>5. Complete the <a href="#">grant form</a>, making sure to complete all required fields.</li> </ol> <p><i>Note: Athletic related funding should go through the Jones Athletic Booster Association prior to Friends of Jones.</i></p>