

## **Instructions for Applying for an FOJ Grant**

1. Download the grant form from the Friends of Jones website.
2. Complete the form, making sure to obtain all required signatures such as department head and faculty advisor, as necessary. Also, attach copies of any contracts or relevant information pertaining to your grant.
3. Scan and email completed form and attachments to **[info@friendsofjones.org](mailto:info@friendsofjones.org)** and **[grants@friendsofjones.org](mailto:grants@friendsofjones.org)** with the subject line “Grant Submission.” FOJ meetings are held the second Thursday of each month. To be considered for a vote, grants are due the FRIDAY BEFORE the meeting date. (All dates can be found on the FOJ website.) When school is in session, grants can also be placed in the FOJ mailbox in the main office.
4. You will receive a confirmation email from the grants liaison to confirm that your grant was received. If you do NOT receive an email, please get in touch with the grants liaison at **[grants@friendsofjones.org](mailto:grants@friendsofjones.org)** or **[info@friendsofjones.org](mailto:info@friendsofjones.org)** for confirmation.
5. After the FOJ meeting and vote, the grants liaison will notify you of the outcome of the vote and, if applicable, how to obtain funding for your grant.

Please note: Friends of Jones funds grants for students, groups, clubs, teams, and departments directly affiliated with Jones College Prep. All submissions must come directly from Jones’ students, groups, clubs, teams, faculty, or administration. Friends of Jones does not fund requests from outside groups. Friends of Jones is unable to support grants for individuals to pursue activities that do not meet this criterion.