

GRANTMAKING GUIDELINES

Background

Friends of Jones (FOJ) is a 501(c)3 started in 2000. Our mission is to build community and provide financial and volunteer resources to Jones College Prep (Jones) to enrich the school's academic and extracurricular activities.

FOJ is a membership organization of school parents, family, and friends who support enriching the student experience, enhancing education, and promoting community building at Jones. All parents and guardians of Jones students are automatically members of FOJ. No membership fees are required, and we encourage all parents to get involved and make a meaningful contribution of time and/or money to keep the legacy of Jones going strong.

The FOJ Board of Directors, a volunteer driven board, is responsible for raising funds, organizing events, coordinating volunteers, establishing our alumni network, and distributing resources based on the defined grant priorities, guidelines, and processes.

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's culture
- Supporting activities that promote community and enhance the school experience for students

FOJ funds grants that directly benefit the following groups affiliated with Jones:

- Students
- Student Clubs
- *Athletic Teams
- Faculty
- Administrators

**FOJ is phasing out the funding of athletic uniforms, athletic equipment, and sports banquets. These expenses funding request will need to go through the Jones Booster Club once it is up and running. Until that time, all athletic team requests should follow the defined process*

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 Students
- 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 fundraising events and the annual fund. The goal is to distribute money collected as close to the year raised.
- FOJ funds support expenses not covered in the school budget.
- FOJ makes funding decisions based on impact with dollar thresholds set at the discretion of the FOJ Board annually.
- FOJ funds also provide support for purchasing goods and services from non-CPS vendors when necessary.
- FOJ funds are meant to be a supplement, not a replacement, to other funding sources or fundraising efforts done by the students, clubs, faculty, administration, or athletic teams. While matching funds are not required to receive a grant from FOJ, it is strongly encouraged. Some examples of matching fund sources include proceeds from student fundraising efforts, support from families, or Jones school funds.
- 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 individuals or groups outside Jones students, faculty, administration, and coaches.
- FOJ cannot support grants for individuals, including expenses related to faculty professional development and activities that do not meet the criteria above.
- With the creation of the Jones Booster Club, FOJ is phasing out the funding of athletic uniforms, athletic equipment, and sports banquets.
- All funding requests require the completion of a grant application.
- 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 second Thursday of each month unless there is a conflict with the school calendar. The FOJ meeting schedule is published on our website <https://friendsofjones.org>.
- Complete application forms, including budgets, are **due on the Friday before** each FOJ Board meeting. Grant applicants are notified of the vote results by the FOJ Grant Committee after the FOJ Board meeting.
- Acknowledgment of receiving or declining a grant request is made through an emailed acknowledgment letter. For those granted, additional detailed reimbursement or payment instructions are provided with a letter.

Request Process

	Student Clubs	Faculty/Administrators	Athletic Teams
Requestor	Student	Teacher or Administrator	Coach
Signatures	<ul style="list-style-type: none"> • Student • Faculty Advisor • Assistant Principal or Department Head • Finance Director 	<ul style="list-style-type: none"> • Teacher or Administrator • Department Head, Asst Principal, or Principal • Finance Director 	<ul style="list-style-type: none"> • Coach • Athletic Director • Assistant Principal • Finance Director
Steps	<ol style="list-style-type: none"> 1. Check to see if money exists in your club account by talking with your Faculty Advisor or Finance Director 2. If unable to fund your need through existing funds, identify if club fundraising opportunities exists to cover gap 3. If unable to meet the entire need or must use a non-CPS vendor, review the FOJ Grantmaking Guidelines to ensure that your request is aligned with our guidelines. 4. Review grant application instructions located on the FOJ website https://friendsofjones.org/grant-applications. 5. Fill out the application and budget form completely, including the three required signatures. Unsigned signatures will not be considered. 6. Send the completed application, budget, and any invoices or estimates to (grants@FriendsOfJones.org) or place hard copies in the FOJ mailbox located in the office. 	<ol style="list-style-type: none"> 1. Meet with the Dept Head/ Admin Team to determine if costs are covered under an existing budget 2. If unable to fund or cannot fund because it is a non-CPS vendor, check-in the Finance Director to: <ul style="list-style-type: none"> – Determine if there are resources in the school budget to support your request. – Identify other vendors that can meet the needs at a comparable price 3. If unable to be funded through Jones, review the FOJ Grantmaking Guidelines to ensure that your request is aligned with our guidelines. 4. Review grant application instructions located on the FOJ website https://friendsofjones.org/grant-applications. 5. Fill out the application and budget form completely, including the three required signatures. Unsigned signatures will not be considered. 6. Send the completed application, budget, and any invoices or estimates to (grants@FriendsOfJones.org) or place hard copies in the FOJ mailbox located in the office. 	<ol style="list-style-type: none"> 1. Meet with the Athletic Director to determine if costs are covered under an existing budget 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 3. If still unable to be funded, review the FOJ Grantmaking Guidelines to ensure that your request is aligned with our guidelines. 4. Review grant application instructions located on the FOJ website https://friendsofjones.org/grant-applications. 5. Fill out the application and budget form completely, including the three required signatures. Unsigned signatures will not be considered. <p><i>Note: Once the Booster Club is fully running, the athletic related items needing funding that Jones cannot support should go to the Booster club. If the Booster Club declines them because of lack of monies available, a request could be made to FOJ.</i></p>