



Instructions for Applying for a 2023-2024 Friends of Jones Grant

1. Download the grant form from the Friends of Jones website (friendsofjones.org) or request from grants@friendsofjones.org
2. Complete the form, making sure to obtain all required signatures. Also, attach copies of any contracts or relevant information pertaining to your grant.
3. Submit the form and attachments as a single PDF to grants@friendsofjones.org with the subject line "Grant Submission" and include the last name of the person submitting the grant. When school is in session, grants may also be placed in the FOJ mailbox in the main office.

**Grants 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) | FOJ Board Meetings (Mondays) |
|--|--|
| --- | August 28, 2023 |
| September 11, 2023 | September 18, 2023 |
| October 23, 2023 | October 30, 2023 |
| November 13, 2023 | November 27, 2023 |
| December 11, 2023 | December 18, 2023 |
| January 22, 2024 | January 29, 2024 |
| February 19, 2024 | February 26, 2024 |
| March 11, 2024 | March 18, 2024 |
| April 22, 2024 | April 29, 2024 |
| May 13, 2024 | May 20, 2024 |
| June - TBD | June - TBD |

4. The FOJ Grants committee will send an email to the grant requestor to confirm that the grant was received. If no confirmation email is received, please contact the Grants committee at grants@friendsofjones.org or info@friendsofjones.org.
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, teams, 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 fund grant requests from the Jones LSC, outside organizations or to support students from other schools that may be involved in JCP organizations. Friends of Jones is unable to support any grants that do not meet these conditions.

2023 – 2024 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 build community, engage volunteers and raise funds to support the many outstanding opportunities at Jones with a focus on the development and experiences of the “whole” student while at Jones.

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
- Faculty
- Administrators
- *Athletic Teams

**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 Booster Club. FOJ will consider limited grants that may not be able to be covered through the athletic budget or Jones Booster Club 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

**New this year, Administration has requested that grants be submitted by student club advisors for consideration by FOJ.*

Guidelines for Funding

- Funding amounts and availability are directly linked to the amount of money raised through FOJ 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 may 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, including requesting student families/guardians to cover a portion of costs. 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 student advisors, 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 and year-end celebrations.
- 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>.
- Complete application forms, including budgets, are due on the Monday before each FOJ Board meeting. Grant applicants are notified of results by the FOJ Grant 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 | Faculty/Administrators | Athletic or Other Dept.* |
|------------|--|--|---|
| Requestor | Student Advisor | Teacher or Administrator | Coach or other advisor |
| 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 or other advisor Athletic Director or other Dept Head Asst Principal or 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 forms 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 with 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 forms 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 forms 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. <p><i>Note: Athletic related items needing funding that Jones cannot support should go to the Booster club. If the Booster Club declines because of lack of funds, a request could be made to FOJ.</i></p> |