



## Grant Application

The Jessica Green Foundation (JGF) grant program was established to provide support to Autism organizations that have a direct impact in the North Florida area. In making grant decisions, JGF seeks to support initiatives that foster significant value to the autism community.

Applications will be evaluated on the basis of:

- The project's fit with the foundation's mission
- The impact of the project/program on our community
- How the organization will track and measure outcomes/goals

Grants will not be considered unless they meet the following criteria:

- Grant request does not exceed \$1,000
- Funds must not be used for administrative costs
- Funds will be used within a designated time frame
- A line-item budget detailing how requested funds will be used is submitted
- All required documentation is submitted by deadline
- Applicant must agree to submit a Final Report within 30 days of project/program completion.

The Jessica Green Foundation Board of Directors will consider all applications that meet the above criteria. Those receiving funding will be notified within 30 days of submitting the application.



Date:

Organization:

Address:

Contact Name:  Phone:

Email:

Project/Program Title:

Project/Program Start Date:  End Date:

Amount Requested (not to exceed \$1,000):

*Please provide the following (on separate sheet) with the Grant Application:*

- Brief description of your organization’s mission, services and overall size.
- An outline of the project/program for which you are seeking funds. Your outline should make clear how the project/program will impact the community and the length of the project/program. Please be sure to include the specific populations served, other organizations/agencies that may be involved, and the number of people estimated to be served by the project/program.
- Explain your specific goals for the project/program and how they will be objectively monitored and/or measured. Being specific, how will you know the project/program submitted was a success?
- A line-item budget detailing how funding will be used. Please use template provided.

**Proposals may be mailed to:**

**Jessica Green Foundation  
450 SR 13 N. Suite 106, PMB 463  
Jacksonville, FL 32259**



## BUDGET OUTLINE

Description	Item(s)	Estimated Cost
Please list each expense on a separate line. Be sure to include a description for item(s), for example, if you list 'Marketing' you should itemize cost for printing, media, etc.	Please make additional copies if more space is needed.	Please provide the estimated expense of each item or service.
<b>Direct Services</b> (This would include fees paid to provide a service such as a medical exam, printing fees for educational materials, etc):		
<b>Marketing/Promotion</b> (Includes printing (items specific to project/program promotion), media fees, advertising costs, etc.):		
<b>Operating Expenses</b> (Do not include staff salary or other administrative costs to the organization. This area would include venue expenses, or other services provided for support of the project/program, etc)		
<b>Other</b> (Decorations and other items used for project/program that are not detailed in above sections):		
	<b>TOTAL:</b>	



## FINAL GRANT REPORT

Date:

Organization:

Address:

Contact Name:  Phone:

Email:

Project/Program Title:

Project/Program Start Date:  End Date:

On a separate form, please address the following:

- **General Results:** Describe the general results of the project/program, including where the project results were achieved as expected, where they were not, and the reasons for both. In addition, please describe any unexpected results and their significance.
- **Sustainability:** If your organization intends for this project to be sustained after the grant period has ended, what actions have your organization and project partners taken and what actions will you be taking to facilitate sustainability, and how will the project be continued?
- **Challenges:** Discuss how you addressed both anticipated and unanticipated challenges in the course of the project/program.
- **Lessons Learned:** What lessons have you learned during the course of this project that will help your organization and other organizations that may be involved in similar work?

Please submit this form and all additional documentation within 30 days after completion of project/program, or before November 30, 2013 (whichever is first). All items must be mailed to the following address:

**Jessica Green Foundation**  
**450 SR 13 N. Suite 106, PMB 463**  
**Jacksonville, FL 32259**