

# THE LANTERN LEAGUE

## Instruction Letter

### Mission Statement of The Lantern League

*“To support and fund educational and developmental opportunities and programs for women and girls.”*

1. Before applying to THE LANTERN LEAGUE for a grant, please confirm that your proposal falls within the guidelines of the Mission Statement of THE LANTERN LEAGUE.
2. THE LANTERN LEAGUE does not accept unsolicited grant applications. Each grant application must be sponsored by a member in good standing of THE LANTERN LEAGUE.
3. Deadline for Grant Applications is October 31.
4. Defining Terms:
  - a. Purpose of the Grant – What women’s education and/or developmental issues, needs or problems does this proposal address?
  - b. Describe goals, objectives & strategies involved in this project – What action do you propose and how will you implement that action to effectively accomplish the purpose of the grant? What is the time frame for the completion of this project?
  - c. Personnel Involvement – Who will be involved in carrying out the plans outlined in this project? Will you utilize existing paid personnel or volunteers?
  - d. Evaluation Process – How will you evaluate the success of this project?
  - e. Project Budget – What are the expenses that you need to incur to successfully complete this proposal?

**IMPORTANT NOTE:** If you need more space for your answers, please continue on the back side of the application referencing the number of the question that you are answering. Do NOT attach any additional sheets.

5. Please mail completed Grant Application to:

THE LANTERN LEAGUE  
c/o Presentation High School  
2281 Plummer Avenue  
San Jose, CA. 95125

6. Attachments:
  - a. IRS Determination Letter confirming the organization’s 501(c)(3) tax-exempt status
  - b. Copy of one of the following:
    - i. Your Organization’s annual audit
    - ii. Your Organization’s Tax return
    - iii. Your Organization’s annual report or financial statements for the fiscal year.
7. You will be notified by THE LANTERN LEAGUE in December if you have been chosen to give a short presentation to the Membership at the January Meeting. We may also request a site tour. If the membership votes to fund your project, you will be notified shortly after the January meeting.
8. Evaluation Report – Due one month after the end of your grant. Please answer the stated questions including in your comments the number of people served and an analysis of the qualitative and quantitative outcomes of your project.