

## Junior League of Lafayette Spring 2016 Grant Application

### **Part I. General Information**

Organization Name: Shining Light Foundation

Address: P. O. Box 60602, Lafayette, LA 70596

Phone Number: 337-266-6055 Email Address: Carolyn.french@ubs.com

Name of Chief Executive Officer: Carolyn French, Ph.D. - President

Chief Executive Officer's Contact Number: 337-266-6055 Email Address:  
Carolyn.french@ubs.com

Name of Project Director: Sandra Wilcox

Project Director's Contact Number: 337-288-3715; Email Address: srwilcox2@yahoo.com

1. Organization's Mission Statement: To provide assistance to individual children for academic, cultural and personal enrichment so that every child's light will shine.
  
2. Brief History of the Organization and its Programs and Activities: The Shining Light Foundation was founded as a non-profit organization in 1997 to help students in Lafayette Parish public schools participate in school activities. Our primary focus has been funding participation in class field trips and their school bands.  
  
Between 2001 and 2016 we have funded 1,429 applications, which cost \$63,647.75. These applications included 347 for band instruments, costing \$38,854.50; and 1,082 for other needs (mostly field trips), costing \$24,793.25. In the current school year, 2015-2016, we have funded 76 requests for assistance, and anticipate most of the requests for field trips in the spring. Year to date, we have funded 68 applications, costing \$3,641, including 9 requests for instruments, totaling \$1,067.50 and 59 applications for field trips and other non-musical needs, totaling \$2,574.25.
  
3. Brief Summary of the Program/Project: The goal of the program is to provide musical instruments, equipment, and supplies, field trips and tutoring services to Lafayette Parish public school students in pre-kindergarten through eighth grade whose families cannot afford to provide them. We have expanded our program to include pre-kindergarten, seventh grade, and eighth grade in response to requests from teachers and counselors. .
  
4. Timeline for the Program/Project: October 2016 through July 31, 2017.

5. Target population of the Program/Project: Underserved children in Lafayette Parish public schools grades pre-K through 8<sup>th</sup> grade.
6. How many people do you estimate will be impacted by the Program/Project: 125 students plus family members who appreciate assistance for their children and recognize that this community cares about them. Teachers, counselors and principals are also affected.
7. Demonstrate Community Need for Program/Project: Many school bands do not have enough instruments for the students who need them, and many students are left behind while their classmates go on field trips. Applicants are asked to pay a portion of the cost and, in the application, whether or not the student receives free lunches which helps us determine eligibility. We anticipate approximately 125 applications for assistance per year, and the number is increasing, particularly with the current downturn in employment.
8. How will this Program/Project's success be evaluated and measured: We will provide evaluation forms to the school personnel who apply for the grants and request feedback on their progress.
9. How do you feel this Project/Project is congruent to the Mission of Junior League of Lafayette? Children who participate in music, field trips and tutoring have greater success in school, socialization and community participation. It also enables the student to experience life outside their neighborhood, often for the first time. Applicants will not have musical instruments, supplies, field trips or tutoring without our help. Applications have increased with expansion of our program to include pre-kindergarten and eighth grade and increased student population.

We are also receiving feedback from parents, grandparents, and guardians about the very positive impact our program has on families when their children receive assistance to participate in school programs. One student, whose Mother and teacher reported to us that she had given up hope for her future, has gone to Reed College on a music scholarship. She plans to apply to medical school after graduating.

I must share with you a quote from a letter she recently sent to us: *"My only wish is for this foundation (Shining Light) to be able to support many more students to achieve their goals like I plan on doing. I want to make the Shining Light Foundation proud of me and I don't plan on failing. Thank you for the gift of a lifetime. One day I too hope to be a part of the foundation and help kids who are just like me."*

10. Amount of Funds Requested: \$3,500

11. Can this Program/Project be Partially Funded?: Yes
12. Has this Program/Project been funded by Junior League of Lafayette previously? If so, when?: Yes, September 2015
13. Is this Program/Project a collaboration with another agency? If so, please list: The Lafayette Parish public school system supports our program by permitting us to present information to the Counselors at the beginning of each school year. We are also allowed to distribute brochures and other information to the schools with the permission of Dr. Aguilard, Superintendent of Schools. Teacher, counselors and principals cooperate with us in identifying students who truly need our assistance.

Attachment page 4

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 28 2000**

THE SHINING LIGHT SCHOLARSHIP  
PROGRAM  
C/O ROBERT M. HODGE  
P.O. BOX 3263  
LAFAYETTE, LA 70502-3263

Employer Identification Number:  
72-1405319  
DLN:  
400179043  
Contact Person:  
YVONNE LIGGETT ID# 31296  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Foundation Status Classification:  
509(a)(1)  
Advance Ruling Period Begins:  
December 8, 1997  
Advance Ruling Period Ends:  
December 31, 2001  
Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

THE SHINING LIGHT SCHOLARSHIP

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period.

THE SHINING LIGHT SCHOLARSHIP

that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

Letter 1045. (DO/CG)

THE SHINING LIGHT SCHOLARSHIP

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

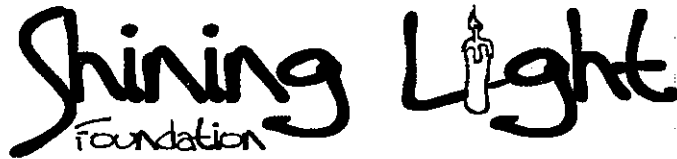
**Steven T. Miller**

Steven T. Miller  
Director, Exempt Organizations

Enclosure(s):  
Form 872-C

P.O. Box 60602  
Lafayette, LA  
70596

A non-profit 501(c)(3)  
charitable organization



"To provide opportunities so that every child's light will shine"  
[www.shininglightfoundation.org](http://www.shininglightfoundation.org)

The current Board Members and officers for the Shining Light Foundation are:

**OFFICERS:**

President- Carolyn French, Ph.D. (former teacher)  
Vice President – Cynthia Dauphin (retired teacher)  
Secretary - Mildred Baker- (retired)  
Treasurer - Bruce Snow (retired, also our WebMaster)  
Parliamentarian – Perry Scotola  
Hospitality Chairperson – Lana Swanwick (retired teacher)

**BOARD OF DIRECTORS:**

John Broussard (teacher)  
Joseph Cilano (Exec. Dir. VITA)  
Tanya Cormier (nurse, mother)  
Kerry Douglas (nurse, mother)  
Julia Eaton (mother)  
Dr. Don Ennis (Professor at UL)  
Cheryl Evans (banker)  
Michael Huber (financial advisor)  
Michelle Izzo-Voss (mother)  
Troy Kahler (retired)  
Hayley LeJeune (mother)  
Sandra Wilcox (mother)

**ADVISORY BOARD MEMBERS**

Misty Carrier  
Cynthia Comeaux  
Heather Fuller (teacher)  
Dr. Ron Hardey  
Ted Hoyt, Atty.  
Shauna LeBlanc (teacher)  
Barbara Moore

Tony Moore  
Maria Placer  
Debbey Ryan  
Dee Stanley

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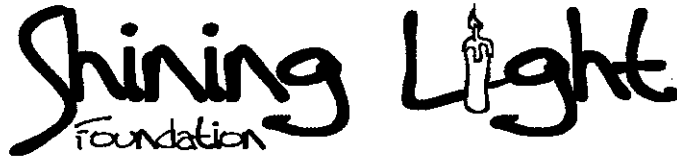
Debbey Ryan

Dee Stanley



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April 29, 2016

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Dear Friends in Junior League of Lafayette:

Thank you for your consideration of the Shining Light Foundation for your Spring 2016 grant cycle. Our Officers, Board of Directors, and Advisory Board members authorize our application and agree to implement the program if funded.

Our project is to meet the needs of students in pre-Kindergarten through 8<sup>th</sup> grade in Lafayette Parish public schools in response to requests from their counselors, teachers, and principals. Most of the applications we receive are to help with the cost of instruments for students to be in their school bands and the cost of field trips to participate with their class rather than be left behind. Other requests have included providing T shirts so that students could participate in their physical education classes and for tutoring costs. We were asked by a counselor to provide funds (\$9.40) to replace a lost library book for a student. (We provided only \$8.40 and arranged for the child to stack books in the library to earn the remaining \$1.00.)

Dr. Aguillard encourages our program and allows us to present information to the counselors at their meetings in the beginning of each school year. Consequently, the scope of our program continues to expand and the number of requests continues to increase.

We are grateful for your assistance in the past and would appreciate your continuing support of our program. We invite you to join us at our monthly meetings to experience the joy we find in making the world a better place, one child at a time. Our Board members are fully involved and engaged in implementing our program with full accountability.

Sincerely,

Carolyn French, Ph.D.  
President

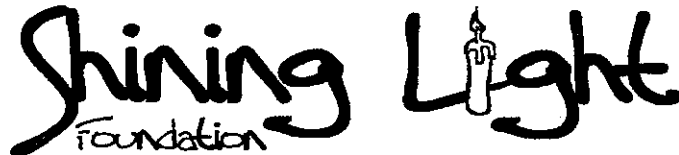
**Shining Light Foundation  
Project Budget  
Fiscal Year 2016– 2017**

- I. Project:  
To fund the needs of Lafayette Public School students in pre-Kindergarten through 8<sup>th</sup> grade as identified by their teachers, principals, and counselors when funding is not available from other sources or provided by the school. Needs identified will include funds to participate in class field trips, to participate in the school band, and special tutoring.
- II. Income Sources:  
A. Junior League of Lafayette Grant- pending approval \$3,500  
B. Private funding, membership, other grants, and fundraiser (Zydeco/Cajun BASH)
- III. Project Budget (based on actual expenditures made in 2015-2016 plus anticipated increase):

<b>REVENUE</b>	
Memberships, private funding, and other grants	\$4,000
Junior League of Lafayette (pending)	\$3,500
<b>TOTAL REVENUE</b>	<b>\$7,500</b>
<b>EXPENSES</b>	
Musical instruments	\$2,000
Musical supplies	\$ 500
Field Trips	\$3,500
Tutoring	\$1,500
<b>TOTAL EXPENSES</b>	<b>\$7,500</b>

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Attachment #5

**Financial Data 2013-2016**

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**A. Top three funding sources: Private Donations/ Fundraiser, Pugh Family Foundation, Junior League of Lafayette**

**B. Total revenues and expenses previous 3 years**

**2013/2014**

**Revenues- \$13,576/45**

**Grants- \$5,566.25**

**Expenses - \$1,285.00**

**2014/2015**

**Revenues- \$18,163.00**

**Grants- \$5,720.00**

**Expenses (Fundraiser)- \$3,313.00**

**2015/2016**

**Revenues- \$11,841.00**

**Grants year to date-\$3,641.00 (\$2,000 .00 more expected for spring field trips)**

**Expenses- \$202.80 ( \$2,000.00 more expected from Fundraiser, which brought in more than \$5,500)**

**C. Current Operating Budget: \$10,000.00**

**Expense for funding applications- \$7,500.00**

**Expense for Fundraiser (Zydeco/Cajun BASH)- \$2,000**

**Expense for checking account- \$125.00**

**Expense for post office box- \$40.00**

**Miscellaneous (printing, postage)- \$335.00**

**D. Percentage of current year's budget spent on programs= 75%.**

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2014

Open to Public Inspection

A For the 2014 Calendar year, or tax year beginning 2014-08-01 and ending 2015-07-31

B Check If available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

C Name of Organization: SHINING LIGHT FOUNDATION

D Employee Identification

PO Box 60602, Lafayette, LA  
US, 70596

Number 72-1405319

E Website:

F Name of Principal Officer: Carolyn French

PO Box 60602, Lafayette, LA  
US, 70596

Information copy.

Do not send to IRS.

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.