



## 2021 –2022 Project Proposal

*The Junior League of Montgomery, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women and to improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.*

Since its inception in 1926, *The Junior League of Montgomery* (JLM) has awarded millions of dollars to various organizations in Montgomery. The Junior League is unique in that each financial award is accompanied by volunteers. The following guidelines are meant to assist you in determining the best way to partner with the Junior League in serving the community.

## **Project Proposal Guidelines**

The project must address a major community need and fall within our focus area of "Strengthening Families." We are committed to this focus by identifying and participating in programs that promote parenting skills, promote the positive development and education of all children and youth, support the elderly and the medically under-served and strengthen the community.

All project proposals must be received by a designated non-profit agency that is a 501(c)(3) organization. A Junior League project "Year" runs from June 1 to May 31.

The project should ideally utilize 8-25 volunteers for 15-20 hours each in a meaningful way. A minimum of 8-10 volunteers must be utilized in the project. Priority will be given to proposals that offer a variety of clearly defined volunteer opportunities.

### **Project Review Process**

The completed proposal is due by 11:59 PM Friday, August 20, 2021. Please submit a pdf copy of the completed proposal and any required attachments to [jlmcommresearch@gmail.com](mailto:jlmcommresearch@gmail.com). We no longer accept handwritten forms. We cannot make exceptions to the filing deadline.

After you submit your proposal, you will be contacted by a Community Research Committee member to discuss your proposal, and a site visit may be scheduled. This will occur after September 1, 2021.

The Committee members will thoroughly review each submitted proposal, and after the review process the CRC will make a recommendation to the Junior League Board of Directors.

Proposed projects will be voted on by the full JLM membership in February 2022.

**Projects are not officially accepted until a minimum number of Junior League members volunteer to staff the project. Thus, a membership-approved project can be denied funding if members do not choose to volunteer for the project.**

A contract between the Junior League and the sponsoring organization of each accepted project will be signed in May 2022 at the JLM May General Membership Meeting. Checks will be presented to the selected organizations at that time. Applicants not receiving funding will be notified via email by February 2022.

**If you have any questions, please contact the Community Research Chair, Carrie Shaw, at [jlcommresearch@gmail.com](mailto:jlcommresearch@gmail.com).**

## **\*The Junior League of Montgomery Project Proposal Form**

*Please complete the form in its entirety, using attachments wherever necessary. You only need to submit these pages\*, not the above Guidelines.*

Name of Organization/Agency	
Program Director	
Contact Person	
Mailing Address	
Telephone Number	
Fax	
Email address	
Project Name ( if applicable)	
Number of Volunteers Requested	
Estimated Time Requirement Per Volunteer	
Funding Requested	

This project will impact Montgomery in the following area(s):

Children and Youth

Early Intervention

Education

Parenting

Low Income Families

Domestic Violence

Life Skills Development

Cultural Enrichment

Elderly

Health and Well Being

Youth at Risk

Other: \_\_\_\_\_

## Project Description and Administration Information

1. Briefly state the purpose and goals of the project.
2. Will this project initiate a new service in Montgomery? If not, identify any other organizations in Montgomery providing the same or similar services. Explain the features of this project that distinguish it from others to prevent duplication.
3. What segment(s) of the community and approximately how many people will be served by this project?
4. What indications are there as to the need for this project in our community?

5. Briefly describe your plans for the administration of this project.
  
  
  
  
  
  
  
  
  
  
6. List any Junior League members who are on your staff or who are currently involved in the development of this project.
  
  
  
  
  
  
  
  
  
  
7. Has your project been tested and evaluated?                      If so, attach a copy of the evaluation.
  
  
  
  
  
  
  
  
  
  
8. Please attach a list of your current board of Directors.
  
  
  
  
  
  
  
  
  
  
9. Please list the involvement, if any, the Junior League has had with your agency over the past seven (7) years.

## Volunteer Information

1. How many Junior League volunteers would be needed to implement this project?  
Please give an estimated minimum and maximum number.
2. Explain the type of work Junior League volunteers would do.
3. Give specific days and times volunteers would be needed.
4. Estimate the time needed per volunteer to complete the task.
5. Would volunteers require special training, security clearance, etc.? If yes, please explain.
6. Would Junior League volunteers be needed after completion of the Junior League's financial commitment? If yes, for how long?

## Financial Information

1. List other organizations (including Federal or state monies, etc.) from which you have requested funding. List the grantor, the amount requested and the date you expect to be notified regarding approval thereof. If funding has already been approved, please so note.
2. Will a grant from the Junior League enable your organization to receive matching funds?
3. Briefly explain how Junior League funds will be used for this project and ATTACH A DETAILED PROPOSED BUDGET for the Junior League funds. We do not support administrative costs for your organization.
4. Is there another resource that can assume financial responsibility for this project upon completion of the Junior League commitment?