




**Community Grant Workshop**  
**June 19, 2018**

# Mission Statement

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.

# What Makes a Successful Project?

- Consistent with JLM's mission statement
  - Meaningful to target population
  - Straightforward
  - Concrete
  - Achievable
  - Inspiring
  - Fulfilling
- 
- “A Successful Project” will be uploaded to JLM website for future reference.

# Grant Application

- **Organization** – Must be a designated a 501(c)3 organization by the IRS or under the umbrella of a 501(c)3.
- **Budget** – Both for the organization (general) and the project (line-item). If the project will be partially funded by JLM, indicate which items will be paid for with JLM grant funds.
- **Timeframe**– Estimated duration and suggested project work schedule are essential to evaluation.
- **Volunteers** – Minimum of 8 – Ideally 12-15, maximum of 25. Roles must be specified and include meaningful responsibilities.
- **Volunteer hours** – Minimum of 20-30 total hours per volunteer over the course of the project.

# How Projects Are Selected

- Each Community Research Council member is assigned applications to review. This includes site visits and follow-up on application responses.
- CRC meets to review applicants, discuss proposals and site visits, and identify projects that exemplify our mission.
- CRC meets in November/December to make final recommendations to the JLM Board of Directors.
- Proposed projects are passed by Board to General Membership vote in January/February.

# After a Project is Approved

- Grant offers are provisional until a minimum number of Junior League members volunteer to staff the project. An otherwise approved project grant can be withdrawn if members do not volunteer for the project.
- The JLM Placement Chair coordinates with agency staff to articulate project needs and expectations to members. (Placement Fair in Spring 2019.)
- After project completion (by May 2020), agency staff submits a written report summarizing the activity and results.

# Community Research Timeline

Aug. 7, 2018:	Applications due by <b>11:59 PM, <u>e-mail ONLY</u></b>
Aug. – Nov. 2018:	CRC reviews applications, contacts applicants, & performs site visits
Nov. 2018:	CRC recommends grant recipients for 2019-2020
Dec. – Feb. 2019:	Board of Directors & general membership vote on proposed recipients
Mar. – Apr. 2019:	Agencies are contacted with results
Apr. – May 2019:	JLM members sign up for volunteer placements and contracts are sent to agencies
May 2019:	Agencies are recognized at GM meeting
June 2019:	Contract deadline, checks issued
June 2019-May 2020:	Project Year

# Community Assistance Fund

Unavoidable and unfortunate circumstances can arise and prevent you from conducting your regular charitable activities.

CAF funds allow JLM to address emergency situations your 501(c)3 agency may encounter, up to \$1,000.00.

To Make a CAF Request, Contact:

- Community Council VP – Amy Capps
- Contact number – 334-322-0819
- Email – [amygodsoe@hotmail.com](mailto:amygodsoe@hotmail.com)



# Community Research Contacts

## **Community Research Council Chair**

Kelly McTear 334-430-4106

[jlmcommresearch@gmail.com](mailto:jlmcommresearch@gmail.com)

## **Jr. League Office**

334-288-8816

[information@jlmontgomery.org](mailto:information@jlmontgomery.org)

## **Community Research Grant Submissions**

[jlmcommresearch@gmail.com](mailto:jlmcommresearch@gmail.com)



**JLM awards grants to agencies that support the mission of its organization and its emphasis on:**

- The promotion of the arts in our community
- The health and well being of children
- The health and well being of women
- Literacy and quality education for all
- The promotion of voluntarism

**Agencies must adhere to the following guidelines in order for applications to be considered:**

- Grant applications are due by 11:59 PM, August 7, 2018 **via email**. Submit a PDF copy of the completed proposal and required attachments to [jlmcommresearch@gmail.com](mailto:jlmcommresearch@gmail.com). We no longer accept hard copy submissions.
- Late applications will not be considered.
- Incomplete applications will not be considered.
- Proposals must include:**
  1. Copy of the agency's overall budget
  2. Itemized project proposal budget (if grant is for less than full project costs, specify what line items JLM funds will address)
  3. Proof of 501(c)(3) status
  4. List of current board of directors
  5. Any other documents or information that arise in the course of your application responses
- Agencies may apply for multiple grants.

**The JLM, Inc. is unable to fund the following types of expenses:**

- General operating expenses, salaries, administrative costs (including tangible office property or supplies, insurance premiums, licensing fees, training or travel for employees, and any other typical business expenses)
- Background checks
- Endowments
- Debt reduction
- Fundraising expenses
- Political expenses
- Capital campaigns, acquisition of real property, or construction of real property
- Routine equipment or facility maintenance
- Vehicle purchase or any other transportation costs

**Proposals will be evaluated based upon the following criteria:**

- Articulate impact of the project on the issue it purports to address
- Innovative approach or implementation plan
- Impact on the community (specific population and/or community at large)
- Meaningful volunteer component
- Manner in which funds will be used

## **A Successful Project Is:**

**1. Consistent with JLM's mission statement –**

A successful project is proposed by a non-profit organization and provides opportunities for:

- Improving the community, especially with regard to women and children
- Voluntarism
- Developing the potential of members as community stakeholders

**2. Meaningful to the project's target population –**

The organization must clearly illustrate the desired benefit to its target population and how the proposed project will help achieve it.

**3. Straightforward –**

A good proposal should not have a lengthy or complex explanation of problems. Proposals should clearly identify the issue, the proposed solution, and how the proposed project impacts the solution.

**4. Concrete –**

A project has a beginning, middle, and end. We need to know the approximate dates you want the project conducted and completed. At minimum, duration should be listed, even if timing of performance is flexible.

**5. Achievable –**

Members must be able to see from the start that there is a clear and viable strategy for success. The problem cannot be so large or the solution so remote that the members are overwhelmed.

**6. Inspiring –**

Members must not only understand the organization's purpose or stated project goal, but feel moved to action by it. Members should feel they are working for something positive and which merits the effort.

**7. Fulfilling –**

The project should be provide opportunities for growth to JLM volunteers personally and as a group. Each member should be able to make a vital contribution to the project's success.



## **'20 –201 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 as a whole.

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 20-30 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 Tuesday, August 7, 2018. Please submit a PDF of the completed proposal and any required attachments to [jlmcommresearch@gmail.com](mailto:jlmcommresearch@gmail.com). We no longer accept hand written 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, 2018.

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 2019.

**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 2019. Checks will be presented to the selected organizations at that time. Applicants not receiving funding will be notified in writing by February 2019.

**If you have any questions, please contact the Community Research Chair, Kelly McTear, at [jlmcommresearch@gmail.com](mailto:jlmcommresearch@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	
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?