

# 2021-2022 Junior League of Greensboro

*Request for Proposal Instructions & Form*

## Community Impact

The Junior League of Greensboro (JLG) strives to create meaningful and lasting impact in the community through its membership and its efforts with community partners. Each year JLG identifies organizations to directly partner with by providing time, talents, and funds.

Proposals are currently being accepted from community organizations interested in partnering with the League to address the ever-changing community needs within Guilford County.

Proposals should clearly indicate how your organization, along with our volunteers, will serve the Guilford County community.

If you have questions, you may call Margaret Patterson, JLG External Planning Chair, at (336) 317-9118 or send an email to [JLGProjects@gmail.com.](mailto:JLGProjects@gmail.com.)

## Organization Requirements

1. To be eligible for League funding, your organization must:
   1. Serve the greater Greensboro area (including Guilford County, excluding High Point and Jamestown)
   2. Have tax exempt status and have served in this area (for no less than 2 years)
   3. Carry insurance to cover Junior League volunteers
2. Organizations receiving League funding agree to:
   1. Document expenses for grant funding and volunteer time in the form of two bi-annual reports, submitted to the Junior League of Greensboro in December and April
   2. Provide our volunteers with safe and meaningful volunteer opportunities that are compliant with North Carolina issued social distancing protocols and practices and/or CDC health and safety guidelines depending on which is more protective at time of service
   3. Participate in an evaluation of outcomes

## Proposal Requirements

1. All proposals must support our mission: *We are an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers*.
2. You must complete and submit the Community Impact Proposal Form​ along with all required attachments by **Thursday, October 29, 2020**.

The completed form should be typed in 12 point font. Applications should not exceed 5 pages in length. None of the provided text should be altered in any way.

Please do not send attachments that have not been requested. Please **email** one completed copy of the proposal form and the required attachments to [JLGProjects@gmail.com](mailto:JLGProjects@gmail.com)​ and **drop off or mail** one completed hard copy of this form with attachments to:

Junior League of Greensboro – Attn. External Planning 3101 West Friendly Avenue

Greensboro, NC 27408

1. JLG will not consider funding for individual’s projects, religious projects, government entities, fundraising or capital campaigns, or political activities. If you have questions, please contact Margaret Patterson, External Committee Chair, at 336-317-9118 or [JLGProjects@gmail.com](mailto:JLGProjects@gmail.com)​.
2. Additionally, JLG will not fund the following budget line items:
   1. Travel expenses
   2. Salaries
   3. Insurance
   4. Office rent or office equipment usage
   5. Tuition/scholarships
3. The following attachments are required:
   1. Agency Reviewed and Audited Financials
   2. Current Volunteer Insurance Policy
   3. Current Agency Budget
   4. 501(c)(3) Letter of Determination
   5. Board of Directors List
   6. Line-item budget for proposed project

## Key Dates

* JLG Grantseekers Virtual Info Session(s):
  + Wednesday, September 30, 2020; 6:00 p.m.
  + Thursday, October 15, 2020; 6:00 p.m.

RSVP REQUIRED: Please email your name and contact information to [JLGProjects@gmail.com](#_bookmark1) to RSVP to the session of your choice.

* Proposals Due: October 29, 2020
* JLG Task Force Presentation: February 8, 2021
* Final Grant Decision Vote: February 13, 2021
* Grant Contracts signed: June 2021
* Projects may begin as early as June 2021



# Community Partner Proposal Form

*2021-2022*

## ORGANIZATION INFORMATION

**Organization Name:**

**Address:**

**Phone:**

**Fax Number:**

**Website:**

**Chief Executive Officer/Executive Director:**

**Contact person for application:**

**Title:**

**Contact’s phone:**

**Email address:**

**Describe your organization (mission, goals, and major programs).**

**Describe the population and number of people served by your organization each year.**

## PROJECT INFORMATION

|  |  |  |
| --- | --- | --- |
| **Project Name** | **# of Volunteers Requested** | **$ Amount Requested** |
|  |  |  |

1. **Provide a brief project summary.**
2. **Who will this project serve? How many people will be served by this project?**
3. **How will project outcomes be measured? What outcomes do you anticipate?**
4. **Provide a timeline of the project schedule.**
5. **Describe existing or potential community partners that also contribute to this project.**
6. **List other significant sources of funding for this project.**
7. **Is the proposed project a current program within your organization? If yes, how are program outcomes measured?**

## JLG VOLUNTEER INFORMATION

1. **What, if any, training is required for our volunteers to be successful (i.e. type, length, etc.)?**
2. **What specific activities would our volunteers participate in? If state/CDC mandated social distancing protocols and practices are in place at the time of service, what compliant volunteer opportunities will our members participate in? Please describe in detail.**
3. **When would our volunteers be utilized (i.e. days of the week, time of the day, number of hours at a time, frequency, etc.)?**
4. **Are background checks required for our volunteers? If yes, please describe.**
5. **Are there other ways the Junior League of Greensboro could assist your organization (i.e. Board of Directors, "*Done in a Day*" service projects, guest speakers, etc.)?**