

# 2022-2023/4 Junior League of Greensboro

*Request for Proposal Instructions & Form*

## Community Impact

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

Proposals are currently being accepted from local organizations interested in partnering with the JLG 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 for up to a two (2) year term.

If you have questions, you may call Michele Matthews, JLG Community Partner Planning Chair, at (336) 312-3942 or send an email to JLGProjects@gmail.com.

## Organization Requirements

1. To be eligible for JLG funding, your organization must:
	1. Serve the greater Greensboro, Guilford County area (excluding High Point and Jamestown)
	2. Have tax exempt status and have served in this area (for no less than two years)
	3. Carry insurance to cover JLG volunteers and provide JLG with a Certificate of Insurance (“COI”)
2. Organizations receiving JLG funding agree to:
	1. Document expenses for grant funding and volunteer time in the form of four bi-annual reports, submitted to the JLG in December and April respectively\*
	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

*\*Note that your organization will provide a one year recap in April 2022 to the JLG. At that time a mutual decision between the JLG and your organization will be made to either move forward with the project for the second year term or to terminate the contract. Given this information, please understand that if selected to partner with the JLG, the organization will only be granted one year’s worth of funds at a time.*

## 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 Partner Proposal Form​ along with all required attachments by **Thursday, October 29, 2021**. However, the form and required documents can be submitted at any time prior to the previously mentioned date to allow ample time for review and revisions as applicable.

The completed form should be typed in 12 point font. Applications should not exceed five 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​.

1. JLG will not consider funding for individual projects, religious projects, government entities, fundraising or capital campaigns, or political activities. If you have questions, please contact Michele Matthews, Community Partner Planning Committee Chair, at 336-312-3942 or 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, or submit a 990 in lieu of audited financials.
	2. Current Volunteer Insurance Policy
	3. Current Agency Budget (for the overall organization)
	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):
	+ Tuesday, September 21, 2021; 6:30 p.m.
	+ Tuesday, October 5, 2021; 12:00 p.m.

RSVP REQUIRED: Please email your name and contact information to [JLGProjects@gmail.com](#_1fob9te) to RSVP to the session of your choice.

* Proposals Due: October 29, 2021
* JLG Task Force Presentation: February 7, 2022
* Final Grant Decision Vote: February 12, 2022
* Grant Contracts signed: June 2022
* Projects may begin as early as June 2022



# Community Partner Proposal Form

# *2022-2023/4*

## 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 (your mission, goals, major programs, population served, and number of people served by your organization each year). Kindly note that JLG will not discriminate based on the population(s) described.**

## PROJECT INFORMATION

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

1. **Provide a brief project summary and explain how the project can be conducted over a 2 year term.**
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 after year one? What outcomes do you anticipate after year two?**

1. **Provide a timeline of the project schedule.**
2. **Describe existing or potential community partners that also contribute to this project, if applicable.**
3. **Are there other sources of funding for this project? If yes, please list the other sources of funding for this project.**
4. **Is the proposed project a current program within your organization?**

## 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.)?**