



2010-2011 Community Partnership Application

Dear community organizations and agencies,

Thank you for your interest in partnering with The Junior League of Cleveland, Inc. (JLC) through the Requesting Future Partnerships program to implement and enhance important community projects. JLC's mission and community projects focus on women and children and education in a variety of capacities. In 2010-2011, the JLC will launch a new Signature Initiative: Providing support to children aging out of the foster care system.

Each year, the JLC provides funding and volunteer services to a number of community projects throughout the area that support our mission and Signature Initiative. This opportunity helps meet the needs of the greater Cleveland area and allows the JLC to partner with other community groups in order to make the greatest impact possible in the current focus area.

Please find enclosed the JLC Community Partnership Application. This application is the first step in the project selection process - identifying the type of project you would like to apply for and how it supports our signature initiative, the role you would like JLC volunteers to play, and the budgetary needs to run a successful program. The JLC's community projects vary in size each year due to the amount of financial and volunteer support available, so please provide us with the budget and volunteer needs that would make your project run most efficiently. Your project application may be for a one-time project or for a multi-year opportunity.

Below is the approximate timeline for the community partnership application process. If you have any questions regarding the application process or the project you wish to apply for, please do not hesitate to contact Alicia Love, Chair of Community Research and Development. (communityresearch@jlcleveland.org), or call the JLC office at 216-231-6300.

2010 Grant Timeline

January 22, 2010	Application Deadline
January - February, 2010	Committee Review of Proposals; Selection of Finalists
February 2010	Presentation of Finalists to Project Assessment Committee
March 2010	JLC Membership Vote on Project Slate
March 2010	Partnerships Announced
September 2010 – April 2011	Project Implementation

Thank you for your interest in working with the Junior League of Cleveland. We look forward to hearing from you soon.

Sincerely,

Alicia A. Love
Community Research & Development Committee Chair 2009-2010

**The Junior League of Cleveland, Inc.
Community Partnership Application for
2010 - 2011 Program Year**

Instructions:

This form must be filled out in its entirety to be considered. The complete application package must contain the fully completed application and all of the required attachments listed below. The complete application packet may be submitted in hard copy or electronically.

Required Attachments

- **One** copy of 501(c) (3) status letter from the IRS
- **One** copy of agency's current annual operating budget
- **One** copy of the proposed project budget
- **One** copy of agency's annual report
- Designate one copy as the **Master Copy** which contains the 501 (c) (3) status letter, budget and annual report. Place it on the top of the other copies.

Please send the completed application packets to:

**The Junior League of Cleveland, Inc.
ATTN: CRDC/Partnership Application
10819 Magnolia Dr.
Cleveland, OH 44106**

Or

E-mail to communityresearch@jlcleveland.org

Packets are due by **Friday, January 22, 2010 at 3:00 PM**. Late and/or incomplete applications will not be considered. You will receive a card confirming the receipt of your proposal.

The final part of the selection process is completed by our volunteers when they sign up to work with a selected project. Keep in mind that our volunteers like:

- Evening (6-10 PM) and weekend opportunities
- Daytime (9AM-1PM) opportunities
- Working with other volunteers
- Training opportunities

If the agency is submitting more than one project proposal, please include required attachments only once to the first project application. Please prioritize project proposals by ranking them first to last in importance to the agency.

If an agency's proposal does not meet the project guidelines, the proposal will not be considered during the committee's final meeting.

Community Projects

Each year, the JLC matches League member volunteers and funding with community projects selected in accordance with the eligibility criteria set out below. Each community project can expect between 15 and 30 League volunteers and funding up to \$5,000. League volunteers are not intended to fill existing organizational/agency staffing needs, nor to take part in any fund-raising activities. Each community project term is from September 2010 through April 2011. The League may support a Community Project for multiple years however, the organization must reapply each year.

Organizations whose Community Projects are selected will sign a contract with the Junior League of Cleveland, Inc. This contract requires the organization to indemnify, release and hold harmless our volunteers and the League and to add the League and its volunteers to any insurance coverage. It also requires disclosure and accountability on the use of League funds. The JLC reserves the right to terminate its contractual relationship with any community project.

Project Criteria

1. Proposed community projects should address a community need that is directly related to the Junior League's mission and community focus.

Mission Statement: The JLC is an organization of women committed to promoting volunteerism, developing the potential of women and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Focus Area: Supporting children that are aging out of the foster care system and at risk for making a successful transition to adulthood.

2. The mission of the community agency and of the agency's proposed project must comply with the mission of the Junior League of Cleveland.
3. Project proposals must request volunteers as well as funding. It is recommended that projects have at least 15 volunteers.
4. Volunteers must be utilized in quality positions that will allow for the volunteer to give at least 4 hours of community service. Volunteer time commitment includes time for travel, training, preparation, direct service and evaluation.
5. JLC volunteers may not be asked to drive clients during project-related activities, solicit funds or services as representatives of the League for other non-profit agencies or plan/participate in another organization's fundraiser for JLC placement credit.
6. JLC funds may not be used for newsletters/monthly publications/media items, fundraising efforts for other non-profits organizations, or salaries.

Organization Information

Agency/Organization Name:

Address:

City/State/Zip:

Phone:

Contact Person:

Title:

Project Title:

Total Funds Requested: \$

Total # of Volunteers Requested:

Signature of Executive Director or President of Board of Directors _____
(required)

Print Name & Title:

Date:

Your Program

1. Briefly describe your agency and its mission. Include the founding date of the program or agency.
2. Please describe the community impact of your organization.
3. Please describe in detail what the program is and why your program needs Junior League volunteers.
4. Please describe the people you serve through this program.
5. Indicate the number of people you anticipate will be served by this program annually.
6. Give two quantitative benefits of this project (i.e., How many children will be provided skills training? How much capacity for independent living would be provided?).
7. Please give one qualitative benefit of this project (i.e., How will people's lives be changed or improved as a result of this project? What is the impact this project will have on the wellness of children?).

Volunteer Request

8. Please detail the program.
9. Please describe in detail Junior League volunteer duties. Please give specific examples of what a JLC volunteer might be doing during a typical time frame.
10. Describe the skills needed by the JLC volunteer and describe the skills or training the volunteer will acquire through her placement and experience.
11. Are there specific requirements for the volunteers that must be satisfied prior to working in the program (i.e., background checks, TB tests, pregnancy restrictions, etc...)?
12. Describe the location of the site at which volunteers will be located. Is street parking available? Is garage or paid lot parking available? Are stated parking rates covered by the agency?
13. How will volunteers in this program be supervised and coordinated?
14. Are you aware of other community agencies or organizations providing similar service, or targeting the proposed group? Please explain.

If yes, would collaboration be possible? Please explain why or why not.
15. Are you modeling this project after a similar project in another community or city? If yes, please provide project name, city and contact person.
16. Is there a minimum or maximum number of JLC volunteers needed?
17. Will additional community volunteers or paid staff be used?
18. If you are currently using volunteers, are their responsibilities different from those being requested in this application? Please explain.
19. Who is the volunteer coordinator? Please provide name, title, and phone number.

Funding

20. Please detail the total funds requested from the JLC (\$5,000.00 maximum). In your attached project budget, please specify exactly how the funds would be spent and at what point in the project timeline.
21. Have you received funding from the JLC in the past? If yes, please provide date of receipt.
22. Are you currently requesting or receiving additional funding from other organizations? If yes, please list the names of all other organizations from which you are currently requesting or receiving funding for this proposal.
23. If this project is not able to be supported by Junior League funding and volunteers for more than one year, how will this project be continued or re-organized to continue addressing the community need?

Evaluation

The project should contain criteria used to determine if it has been a success/failure (if the objectives have been met or not).

24. Name and title of the person who will be responsible for the evaluation and outcome measures:
25. If the project is ongoing, identify possible sources of future funding or community support.
26. How will JLC be acknowledged for its volunteer or funding support for the project?
27. How did you learn about the JLC opportunities?

Partnership Commitment

28. Does your organization have prior experience with the Junior League of Cleveland? If so, please discuss the scope of the relationship and time frame.
29. Would your organization be willing to:
 - Sign an annual contract?
 - Sign a letter of understanding with the JLC outlining the volunteer arrangements and expectations?
 - Submit to an annual review of your program operations wherein JLC volunteers are being utilized?
 - Provide a link to The Junior League of Cleveland Inc.'s website on your agency's website?
 - Allow our website to list you as an agency partner and link to your website?
 - Allow an opportunity for the JLC logo to be included in printed material relating to the project?
 - Allow the JLC be recognized in any publicity related to project?

Thank you for requesting support from The Junior League of Cleveland, Inc. Completion of this application does not guarantee acceptance of your project. Your organization will be contacted once your application has been reviewed.

Please note that this application may be utilized by The Junior League of Cleveland, Inc. to pursue other opportunities within the League, including League volunteer support in the form of our Immediate Impact program.