



**JUNIOR LEAGUE OF  
ARLINGTON**

*Women building better communities*

## “How to ask for Support from us”

The Junior League of Arlington (JLA) has several ways available to assist local 501(c)(3) or government agencies. If your agency's program meets our **Focus Areas: *Children's Issues and Women's Concerns***, and has objectives that the JLA can help achieve, we urge you to contact us for support.

### **The Junior League of Arlington can assist your agency in the following areas:**

1. **Project** - This request is for **2011-2012** year-long **FUNDING** and **VOLUNTEER ASSISTANCE**. This request must be submitted to the Research & Development Committee no later than **1 pm on Tuesday, June 1, 2010**.
2. **Volunteer- Only Project** - This request is for **2011-2012**, year-long **VOLUNTEER ASSISTANCE**. No funding will be provided with this request. This request must be submitted to the Research & Development Committee no later than **1 pm on Tuesday, June 1, 2010**.
3. **Community Fund Assistance** - This request allows the League to respond financially to critical needs and opportunities in the community within the **June 2010- May 2011 year**. Requests may be submitted any time during the 2010-2011 year in the following 3 areas:
  - ★ **Emergency Funds** - These funding needs should be essential to the operation of the agency and should be committed to use within 90 days.
  - ★ **Community Assistance** - These funds are designed to facilitate and/or expand a significant service to the community and may be used to acquire items such as audio-visual equipment and publications.
  - ★ **Co-Sponsorship** - These funds are designed to provide joint League and Agency support of meetings, forums, conferences, etc. that may entail financial commitment and/or volunteer support.
4. **Center for Community Service** - The League offers free one-time and/or ongoing meeting space at the Center for Community Service for the purpose of conducting business and/or training sessions. The facility is available for use by 501(c)(3)non-profit agencies serving the people of Arlington. The Center for Community Service is located at 4002 West Pioneer Parkway Arlington Texas, 76013.

### **In this packet, you will find:**

- General Information and Check list page
- Guidelines for Community Support Proposals **(A)**
- Outline for Application: for Project and Volunteer- Only Project Proposals **(B)**
- Cover sheet: for Project and Volunteer-Only Project Proposals **(C)**
- Volunteer Application: for Projects and Volunteer-Only Project Proposals **(D)**
- Community Fund Request Application **(E)**

## GENERAL INFORMATION AND CHECK- LIST

### **Project and Volunteer-Only Project proposals:**

- Deadline is **Tuesday, June 1, 2010 at 1 p.m.**
  - Please submit **2** copies of your agency's IRS 501(c)(3) determination letter.
  - Please submit **9** completed, collated, and 3-hole-punched copies of your packet which includes the following:
    - Cover Sheet (C)**
    - Community Support **Outline for Application (B)**
    - Volunteer Application (D)**
    - Organizational mission statement, brief history, & any outstanding accomplishments (not to exceed one page)
    - Program Budget & Full Agency Line Item Budget

### **Community Fund Request:**

- This request allows the League to respond immediately to financially critical needs and opportunities in the community within the **current 2010-2011 year**.
- Please submit the following documents with each request:
  - Completed **Community Fund Request Application (E)**
  - Copy of the agency's IRS 501(c)(3) determination letter.
  - A budget breakdown for request showing specifically how funds will be expended.
  - A sample of any agency fact sheets or informational flyers that you think might be helpful.

### **For additional information:**

- Contact the Junior League of Arlington Monday-Friday 9am to 3pm (September-May) at 817.277.9481 or at [jlarlington@sbcglobal.net](mailto:jlarlington@sbcglobal.net).
- You may also contact the Research & Development Chair, Michele Cozart at 682.438.7032 or at [research.development@jlarlington.org](mailto:research.development@jlarlington.org).
- All forms are available online at [www.jlarlington.org](http://www.jlarlington.org).



## GUIDELINES

### Project and Volunteer-Only Project Proposals

- Mission:** The Junior League of Arlington, Incorporated is an organization of women committed to promoting voluntarism, developing the potential of women and improving communities through the effective action and leadership of trained volunteers.
- Purpose:** The purpose of the Junior League of Arlington, Inc. is exclusively educational and charitable.
- Projects:** Projects shall be compatible with the Junior League focus areas: **Children's Issues** and **Women's Concerns**.

**\*\*The Junior League will not consider request for the following:**

- **Political Activities**
- **Religious Instruction**
- **Fundraising Activities**
- **Operating Funds**
- **Capital Projects**

#### Volunteer Criteria:

- I. Projects shall provide quality opportunities for volunteer service and development of Junior League volunteers. Volunteers shall effectively impact a community need.
  - A. Volunteer opportunities will offer further training and experience to League members, utilizing League members' strengths and talents and/or developing their potential.
  - B. Volunteer opportunities with variety in format will receive priority consideration. (i.e., Summer concentrated, evenings, weekends.)
  - C. Volunteer Service shall conform to the following criteria:
    1. Volunteers are required to complete a minimum of 60 hours or approved task completion.
    2. Summer volunteer service begins June 1 and ends August 31. June-May volunteer service begins June 1 and ends May 31.
    3. Volunteer job descriptions must be specific and exact. Separate placement applications must be submitted for each job. **(D)**

#### Funding Criteria:

- II. Project dollars shall effectively impact a community need.
  - A. Priority shall be given to projects offering unduplicated service, serving a basic or critical need, or expanding a significant service to the community.

#### Project Criteria: Additional Information

- III. Any approved project requires a written contract between the Junior League and the agency, which shall be a 501(c)(3), not-for-profit corporation, or a tax-exempt government entity.
- IV. The League shall monitor the project through Board representation for the length of the Junior League funding commitment.

# JUNIOR LEAGUE OF ARLINGTON

**B**

## Outline for Application Project and Volunteer-Only Project Proposals

### I. Cover Sheet (C)

### II. Description of Proposed Project

- A. Briefly describe the proposed service. Define the problem that the proposed service would address. How does the project solve or diminish the problem?
- B. Identify the hours and location proposed for operation of the project. What provisions are made to ensure the accessibility of the program to all eligible clients? What marketing outreach efforts are used?
- C. Describe the staff needed to implement this project. How will Junior League volunteers be used in this project?
- D. What would be the impact to the individual or the community should this project not be implemented? Is the community aware of the problem targeted by this project? How is your agency enhancing community awareness of the problem?

### III. Evidence of Need for Service

- A. Describe the target population for the project. Provide a profile of a typical client or clients. What geographic area is served?
- B. Provide current statistical data documenting the need for this program. Include local data as well as any relevant statistics collected by the agency, such as number of referral calls, number of clients on waiting lists, time on waiting list, etc.
- C. Has the need for this service changed in the last 3-5 years? Has the nature of the problem to be addressed changed? Has the demographics of the target population changed?

### IV. Effectiveness and Efficiency

- A. List proposed service goals and objectives for 2011-2012.
- B. Describe the agency's process for evaluating outcomes and measuring progress toward program goals. What process do clients use to evaluate the program or give feedback on agency performance?
- C. Describe how the agency will verify and maintain income eligibility information on clients.
- D. How many years has your agency received JLA funding?
- E. If JLA funding was received for 2009-2010: What was the number of clients served? What percentage of those clients were within the Arlington area? What was the amount of money spent? How did the program benefit the client and/or the community?

### V. Duplication / Cooperation / Coordination

- A. Identify other agencies that offer programs and services similar to yours. How is your program different? Are there overlapping programs?
- B. What actions has your agency made to improve client service in the last year? Do these improvements include interagency collaboration?

### VI. Budget *(Note this application requires both overall agency budget & specific program budget.)*

- A. Describe the portion of the agency's total budget dedicated to administrative overhead vs. direct services costs.
- B. For agencies that provide services to a geographic area larger than the City of Arlington, estimate the portion of the overall agency budget that is expended in providing programming in Arlington.

### VII. Numbers Served

- A. Define your agency's units of service and describe the average number of units provided per client. When clients receive multiple types of services, which service units are most frequently provided.
- B. Describe your program's staff/client ratio. What is the volunteer/client ratio?

### VIII. Attachments

- A. Two (2) copies of IRS 501(c)(3) determination letter
- B. Nine (9) completed, collated, 3-holed-punched copies of the following:
  - 1. Cover Sheet (C)
  - 2. Information requested above in Outline for Application (B)
  - 3. Volunteer Application; one for each job title (D)
  - 4. Organizational mission statement, brief history, and any outstanding accomplishments (not to exceed one page).
  - 5. Program Budget and Full Agency Line Item Budget
- C. Pictures of project, if available (**For Internal JLA Use Only**)



# Cover Sheet

## Project and Volunteer-Only Project Proposals

AGENCY \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

AMOUNT REQUESTED\* \_\_\_\_\_  
\*(If request is for Volunteer-Only Project, no funds will be provided and this should be left blank.)

**BRIEFLY DESCRIBE PROGRAM TO BE SUPPORTED BY JLA VOLUNTEERS and/or FUNDS**

---

---

---

---

---

---

---

**IF JLA FUNDS ARE REQUESTED, LIST SPECIFICALLY HOW JLA FUNDS WILL BE USED FOR ALL COST ITEMS:**

<i>Item</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NUMBER OF VOLUNTEERS NEEDED FOR THIS PROGRAM** \_\_\_\_\_

**BRIEFLY DESCRIBE VOLUNTEER OPPORTUNITIES FOR THIS PROGRAM**

---

---

---

---

---

**NAME, ADDRESS, & PHONE NUMBER OF PERSON(S) KNOWLEDGEABLE ABOUT THIS PROPOSAL**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Volunteer Application

Project and Volunteer-Only Project Proposals

\*\*Please make additional copies of this page and complete for EACH job title\*\*

POSITIONS AVAILABLE: (Describe in detail)

Job Title:

---

Description:

---

---

---

---

---

Number of Volunteers needed for this position:

June-May \_\_\_\_\_

Summer \_\_\_\_\_

Describe specific skills required, if applicable: \_\_\_\_\_

---

Orientation and/or Training requirements, including time commitments: \_\_\_\_\_

---

Benefits to volunteers: \_\_\_\_\_

---

Day(s) and time(s) when volunteer opportunities are available: \_\_\_\_\_

---

Check the following as they apply to this placement opportunity:

- |                    |                      |                        |                          |
|--------------------|----------------------|------------------------|--------------------------|
| Days-Summer<br>( ) | Days/June-May<br>( ) | Evenings/Summer<br>( ) | Evenings/June-May<br>( ) |
| Weekend<br>( )     | Concentrated<br>( )  | At Home Hours<br>( )   | Saturdays<br>( )         |

JUNIOR LEAGUE OF ARLINGTON



2010-2011 Community Fund Request Application

The Community Fund allows the Junior League of Arlington to respond financially to critical needs and opportunities in the community within the current funding year.

PLEASE SUBMIT THE FOLLOWING DOCUMENTS with each request:

- ★ This completed Community Fund Request Form
★ A copy of the agency's IRS 501(c)(3) determination letter
★ A budget breakdown for request showing specifically how funds will be expended
★ A sample of any agency fact sheets or informational flyers you think might be helpful

AGENCY: \_\_\_\_\_

Funding Request: \$ \_\_\_\_\_

Requests may be submitted in the following 3 areas. Please check One:

Emergency Fund

These funding needs should be essential to the operation of the agency and should be committed to use within 90 days.

Community Assistance

These funds use are designed to facilitate and/or expand a significant service to the community and may be used to acquire items, such as audio-visual equipment and publications.

Co-Sponsorship

These funds are designed to provide joint League and Agency support of meetings, forums, conferences, etc. that may entail financial commitment and/or volunteer support.

- 1. Briefly describe the request (If an emergency, also describe the cause for the emergency and any critical timing needs for funding):
2. How is the funding request compatible with Junior League's focus areas of Children's Issues and Women's Concerns?
3. How will the impact of this request be measured?
4. If this request is granted, how will JLA participation be acknowledged (flyers, media, etc...)?
5. How many Arlington residents will be served?

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

Mail or Fax to:

Junior League of Arlington
Attn: Research & Development, Community Fund Request
PO Box 13116
Arlington, TX 76094
(817) 277-9505 fax (817) 277-9481 office