

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 2012-2013.
- 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 2010-2011: 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**)