

GENERAL INFORMATION AND CHECK- LIST

Project and Volunteer-Only Project proposals:

- Deadline is **Tuesday, June 1, 2011 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 2011-2012 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 jarlington@sbcglobal.net.
- You may also contact the Research & Development Chair, Emily Swanson at 817.480.0462 or at research.development@jarlington.org.
- All forms are available online at www.jarlington.org.