



Dear Community Agency Directors,

Thank you for your interest in partnering with the Junior League of Birmingham. This year, the Junior League will celebrate its 89th year of service to the Birmingham community. Over the years, our volunteers have worked with agencies like yours to improve the health, education, financial stability, and well-being of women and children in our area. We continue that tradition as we solicit agency partners and select programs that will create systemic change in our community.

The Community Research Committee, led by Ginny DeBardeleben, along with our Project Review Committee, chaired by Kim Yearout, will evaluate and select projects that complement the mission of the Junior League of Birmingham. The committee will look for projects that offer our members the opportunity to impact our community in meaningful and challenging ways. We encourage projects that are collaborative efforts and address critical needs in the Birmingham community. It is also our goal to select projects where outcomes of our funding, volunteer efforts, and the services provided can be measured. Please be aware that 79% of our membership is employed full or part time, so volunteer opportunities geared towards evenings (after six o'clock) and weekends, or a concentrated time period are often very popular.

Ginny and the Community Research Committee are available to provide assistance with your proposal. This year, we are hosting two informational meetings to allow you to learn more about our organization's mission and our volunteers. The information shared at those meetings will assist you in determining the most effective way to use our volunteer resources. I hope you will attend.

Next spring, the Junior League of Birmingham will begin a yearlong celebration with a new event for the Junior League, The Community Circle Awards, honoring outstanding community agencies and individuals whose contributions to our city have had significant and lasting impact in each of our four Impact Areas of Health, Education, Financial Stability, and Safety and Crisis Intervention. We encourage all of our partner agencies to submit nominations and to publicize the Awards to their Boards and volunteers. The nomination form will be available online at www.jlbonline.com by July 15, 2010. All nominations are to be submitted by September 1, 2010. We hope you will join us in celebrating nine decades of successful Junior League of Birmingham partnerships.

The Junior League of Birmingham is committed to promoting voluntarism, developing the potential of women and improving the community through the effective action and leadership of trained volunteers. We look forward to working with you and your agency.

Sincerely,

Liz Edwards
President

MEMORANDUM

To: Community Agency Directors

From: Ginny DeBardleben, Community Research Chair

Date: July 9, 2010

Re: Community Project Application Packet

This packet contains the information you will need for your agency to submit a proposal for consideration as a 2011-2012 Junior League of Birmingham community project. All Junior League projects must comply with the enclosed criteria. Therefore, applications must meet the project criteria in order to be considered.

Please note the changes that have been made regarding this process, specifically the time line, the project guidelines and the information requested from each agency. The Junior League of Birmingham will select projects that fall under our designated impact areas: Education, Health, Financial Stability and Safety & Crisis Intervention.

Projects will also need to address one or more of the critical issues identified within each of these impact areas. Community Research seeks partnerships with agencies that offer placement opportunities that average at least 35-45 hours per volunteer for a minimum of 15 volunteers. In addition, we look for opportunities that provide our members with flexibility; i.e., weekdays, evenings, and weekends. Active members are given the opportunity to select the placement of their choice in April 2011.

If you would like to discuss your project idea or if you question whether your proposal fits within our guidelines, please contact me at 205-936-4946. You may also email me at communityresearch@jlbonline.com.

In order for your project to be considered, you must submit 20 hole-punched copies of your proposal, as well as an electronic version to the email address indicated above.

These copies will be placed in a binder for review and do not need a cover of any kind. Please do not staple the copies together.

Your completed, original project proposal application, with copies, must be submitted by **October 18, 2010 at 4:00 PM**. We have scheduled two opportunities for you to attend an informational session about the Junior League and utilizing our volunteers. The dates and times are listed on the timeline on page four. We strongly encourage you to attend one session.

**Junior League of Birmingham
Project Proposal Application for
2011-2012 Community Projects**

Required Attachments

- ◆ **20** copies of Project Proposal Form. All copies should be printed on 8 ½ x 11 inch paper, one side only, three-holed punched and clipped. Please **do not staple or bind**. No cover letter is needed. Don't forget to include the Board of Directors as the last page of each proposal.
- ◆ **One** copy of 501(c) (3) status letter from the IRS.
- ◆ **One** copy of agency's current annual operating 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:

**Ginny DeBardleben
Community Research Chair
Junior League of Birmingham
2212 Twentieth Avenue South
Birmingham, AL 35223**

Packets are due by **Monday, October 18, 2010 at 4:00 PM.**

Email electronic copy to : communityresearch@jlbonline.com

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 (6PM-10PM)
- ◆ weekend opportunities
- ◆ daytime (9AM-1PM) opportunities
- ◆ working with other volunteers
- ◆ training opportunities

If the agency is submitting more than one project proposal, please include the 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. You will receive a card confirming the receipt of your proposal.

Project Proposal Timeline:

July 1, 2010 – October 18, 2010

The project proposal application is available online at www.jlbonline.com and at the JLB headquarters.

Thursday, August 12 and/or Friday, September 16, 2010

Informational sessions designed to educate agencies about the JLB and its volunteers. Agencies who have never applied, have applied but never partnered with the JLB, or who have a new project idea are strongly encouraged to attend one of these sessions. Sessions are at the JLB building at 11:30 AM.

October 18, 2010

Project proposal applications are due at **4PM-NO EXCEPTIONS**.

Send or deliver **20** total hole-punched copies to:

**Ginny DeBardleben
Community Research Chair
Junior League of Birmingham
2212 Twentieth Avenue South
Birmingham, AL 35223**

Email electronic copy to: communityresearch@jlbonline.com

October 20, 2010 – January 2011

The Community Research committee reviews and studies all project applications. Reviews are designed to determine if the proposal meets JLB criteria and to determine if the proposal contains all the required information. Site visits may be conducted. Any changes regarding project proposed volunteer numbers, jobs or funding will be discussed with the agency prior to the Community Research Committee's final meetings. All agencies will be notified of the final decisions by the end of January 2011.

February 2011

Recommended projects are presented to Junior League membership.

April 2011

Junior League membership votes on final projects by their sign up for placement. Agencies are notified of the final volunteer numbers and of the new project chair.

Project Criteria

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

Mission: The Junior League of Birmingham, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the communities through effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Community Focus: The Junior League of Birmingham believes that proactive involvement in the health, education and well-being of women and children strengthens the quality of family life.

Belief Statements: The Junior League of Birmingham believes that the following four impact areas and the defined issues within each are fundamental to the overall well-being of a community and its individuals:

Education

The Junior League of Birmingham believes that all individuals deserve a quality education and the opportunity to acquire the knowledge and skills needed to achieve their potential and be fully developed, productive individuals. We believe success in school depends upon emotional, physical, social, and intellectual readiness to learn. The Junior League of Birmingham, therefore, is committed to developing, implementing, and supporting initiatives that address and accomplish the following:

- **School Readiness – Improve the educational readiness and the first learning experiences of young children (ages 0-5 yrs).**
- **Women and Children's Literacy – Promote and improve literacy among women and children.**
- **Success in School – Prepare elementary students to succeed in later grades and, subsequently, graduate from high school.**

Financial Stability

The Junior League of Birmingham recognizes the importance of each individual's economic security to the well-being of the community as a whole. We believe it is essential that each individual have the education, training, support services, and employment opportunities necessary to achieve financial stability and independence. The Junior League of Birmingham, therefore, is committed to developing, implementing, and supporting initiatives that address and accomplish the following:

- **Women & Children's Homelessness – Provide emergency transitional support and/or improve the quality, availability, and affordability of basic necessities and support services needed to maintain economic stability.**
- **Personal Finance Skills Training for Women – Enhance women's financial literacy, ability to build savings, and gain assets.**

- **Job Readiness for Women – Prepare women for gainful employment and increase their opportunities to obtain financial stability.**

Health

The Junior League of Birmingham recognizes that mental and physical health care education, access, and delivery are fundamental to the community's well-being. Healthy children and adults are better able to learn and work productively. We believe preventive health care and healthy lifestyle choices are critical components of individuals overall health. The Junior League of Birmingham, therefore, is committed to developing, implementing, and supporting initiatives that and accomplish the following:

- **Maternal Health & Infant Well-Being – Improve the quality, availability, and affordability of maternal and infant health educational materials, programs, and services.**
- **Living Healthy for Women and Children – Promote healthy lifestyles through fitness, proper nutrition, and avoiding unhealthy choices and behavior.**
- **Access to Health, Care, & Support for Women and Children – Increase access to affordable, quality health screenings, preventive health care resources, and/or support services for individuals and their families who have suffered a health crisis.**

Safety & Crisis Intervention

The Junior League of Birmingham recognizes safety and crisis intervention as an integral factor of the well-being of our community. We believe prevention, preparedness, and readiness are critical to ensuring successful response and intervention regardless of the situation. The Junior League of Birmingham, therefore, is committed to developing, implementing, and supporting initiatives that address and accomplish the following:

- **Domestic Violence - improve the quality, availability, and affordability of educational materials, resources, and services that foster environments free from negligence, violence, and safety hazards.**
- **Juvenile Crime – Promote risk-avoiding behavior among youths and/or intervention strategies that reduce the occurrence of juvenile crime.**
- **Emergency and Disaster Relief - Provide emergency transitional support to women and children suffering from a disaster or safety crisis, and/or promote intervention strategies, emergency plans, and other efforts that mitigate the damages of women and children suffering from a disaster and/or safety crisis.**

2. The mission of the community agency and of the agency's proposed project must fall under one of four impact areas (Education, Health, Financial Stability and Safety & Crisis Intervention) and address one of the designated issues within the impact area.
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 35-45 + hours of community service. Volunteer time commitment includes time for travel, training, preparation, direct service and evaluation.
5. JLB 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 JLB placement credit.
6. JLB funds may not be used for newsletters/monthly publications/media items, fundraising efforts for other non-profits organizations, salary requests that are not essential to the success of the project and not tied to volunteer opportunities. Appropriate salary requests will only be funded up to 50% of the total grant request up to \$10,000.

**Junior League of Birmingham
Community Project Proposal Form
2011-2012**

Agency Name: _____

Project Name: _____

Total Amount of Funding Requested: _____

Total Number of Volunteers Requested: _____

Agency Address: _____

Agency Phone Numbers: _____

Agency Fax: _____

Contact Person/Title: _____

Contact Person's Email Address and phone number: _____

Executive Director: _____

◆ **Circle** below target issue within the Impact Area for the project:

Education

School Readiness
Success in School
Women and Children's Literacy

Health

Access to Health Care & Support
Living Healthy for Women /Children
Maternal Health / Infant Well-Being

Financial Stability

Women and Children's Homelessness
Personal Finance Skills for Women
Job Readiness for Women

Safety and Crisis Intervention

Domestic Violence
Juvenile Crime
Emergency & Disaster Relief

REQUIRED INFORMATION:

I. Agency Information (one page maximum)

Include the history of the agency, date of incorporation and mission statement.

II. Project Description (two pages maximum)

Include the following:

- ◆ Project's mission – How does this project fit within the mission of the agency?
- ◆ Community need – How will the community ultimately benefit from this project?

- ◆ Target Population – Gender, ages, schools, etc.
- ◆ Project's Objectives/Goals – Identify specific activities of project that will accomplish these goals. Any available timelines for addressing goals and objectives would be helpful.
- ◆ List of any other Community Agencies involved with this project.

REQUIRED INFORMATION: (continued)

III. Project Evaluation (one page maximum)

The project should contain criteria used to determine if it has been a success/failure (if the objectives have been met or not). The JLB needs data confirming the progress and effectiveness of the project. Include the name and title of the person who will be responsible for the evaluation and outcome measures. If the project is ongoing, identify possible sources of future funding or community support.

IV. Volunteer Information (two pages maximum)

- ◆ Volunteer Job Description: detailed description of job and any training involved, approximate time commitment including time for travel and training, skills needed for job and/or skills the volunteer will acquire, minimum and maximum number of volunteers needed for the project.
- ◆ Location of Project: be specific (schools or worksite) and include parking and/or security issues.
- ◆ Volunteer Schedule: time of the year (school year is August to May or concentrated is summer, fall or spring), time of the week (daytime, evening, weekend)

V. Financial Information (one page maximum)

Include the total project cost (include status of financial requests from other organizations, if applicable), total amount of JLB funds requested and **itemized budget** showing proposed spending of JLB funds.

VI. List of Current Board of Directors