



Community Project Application

***Agency Name**

***Project Name**

***Agency Address**

***Agency Phone Number**

Agency Fax

***Contact Person/Title**

***Contact Person's Phone Number**

***Contact Person's Email Address**

***Executive Director**

***Total Volunteers Requested**

***Total Amount of Funding Requested**

I. Agency Information

***Briefly include the history of the agency with date of incorporation.**

***Agency's Mission Statement**

II. Project Description

*Project's Mission - How does this project fit within the mission of JLB?

*Community need - How will the community ultimately benefit from this project?

*Designate one target issue within the Impact Area for the project: (check the box required and only one)

Education

School Readiness

Success in School

Literacy

Health

Access to Health, Care, and Support for Women and Children

Living Healthy

Maternal Health and Infant Well-Being

Financial Stability

Job Readiness for Women

Women and Children's Homelessness

Personal Finance Skills Training for Women

Safety and Crisis Intervention

Domestic Violence

Juvenile Crime

Emergency & Disaster Relief

*Target Population

*Age Range

Specific Schools, etc. if applicable

***Project's Objectives/Goals-Identify specific activities of the project that will accomplish these goals. Any available timelines for addressing goals and objectives would be helpful. Briefly Describe.**

***List any other Community Agencies involved with this project**

III. Project Evaluation (Attached File Required)

Each project should be capable of being evaluated through objective criteria (<https://www.jlbonline.com/project-criteria/>) so that JLB can determine the success or failure of the project in meeting its objectives and the impact the project has on the agency and its participants. JLB requires that you provide, as requested by JLB, measurable and sufficient data confirming the progress and effectiveness of the project. Please provide a narrative that describes in reasonable detail your plans for evaluating the project. This narrative should include the short-term, medium-term and long-term outcomes as well as how the performance will be measured, and statistics, if available.

By way of example, short-term outcomes are attained during the project's time period and are within the program's control; medium-term outcomes are acquired at the end or after the project's time period and follow the short-term outcomes; and long-term outcomes are achieved after the project's time period and are outside direct program control.

Also include your plan, again in reasonable detail, for monitoring the project. Please include information regarding the types of data that will be gathered, when it will be gathered, and 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.

Please be aware if you fail to report evaluation criteria as required by JLB (which is, at least, once per year, but may be more frequent), the project will not be eligible as a future community project with JLB.

IV. Volunteer Information

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.**

***Describe training involved-how many hours and what is the approximate time commitment including time for travel and training, skills needed for job and/or skills the volunteer will acquire.**

***Location of Project (be specific, schools or work-site).**

***Is parking provided?**

***Volunteer Schedule (please click all that apply).**

January	July
February	August
March	September
April	October
May	November
June	December

***Time of Day (please click all that apply).**

Morning 8-12

Afternoon 12-3

After School 3-6

Evening 6-10

Weekend

V. Partnership with Junior League of Birmingham (JLB)

***Include ways in which your organization intends to promote and partner with JLB through the proposed project. This can be listing JLB on your website, promoting JLB at your events, recognizing JLB in your publications, etc.**

VI. Financial Information (Attached File Required)

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

VII. Nonprofit 501(c)(3) Status Letter from IRS (Attached File Required)

VIII. List of Current Board of Directors (Attached File Required)

IX. Agency Annual Report (Attached File Required)

Once the application is complete, please submit, along with other required attachments through the link at jlbonline.com/application

Required Attachments

- **Application**
- **Board of Directors**
- **Project Evaluation**
- **501(c)(3) status letter from the IRS**
- **Financial Information (See Section VI for what is required)**
- **Agency's Annual Report**