



JUNIOR LEAGUE
BIRMINGHAM

Community Project Application

Agency Name

Project Name

Agency Address

Agency Phone Number

Contact Person/Title

Contact Person's Phone Number

Contact Person's Email Address

Executive Director

Total Number of Volunteers Requested

Total Amount of Funding Requested

I. Agency Information

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

Agency Mission Statement

II. Project Description

Project's mission - How does this project fit within the mission of the 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 for the applicable Impact Area).

Education

- School Readiness
- Success in School
- Women and Children's Literacy

Health

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

Financial
Stability

- Homelessness
- Personal Finance Skills
- Job Readiness for Women

Safety and
Crisis
Intervention

- Domestic Violence
- Juvenile Crime
- Emergency & Disaster Relief

Target
Population

Age Range

Newborn to Preschool

Preschool

Elementary

Middle School

High School

Adults

Senior Citizens

Other

Specific schools, etc. (If applicable)

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

List any other Community Agencies involved with this project.

III. Project Evaluation

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 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: Provide 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):

June

July

August

September

October

November

December

January

February

March

April

May

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 the 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 Checklist

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