

**Community Project Application**

2022-2023

I. Project Proposal Overview

Agency Name

Click or tap here to enter text.

Project Name

Click or tap here to enter text.

Agency Address

Click or tap here to enter text.

Contact Person/Title

Click or tap here to enter text.

Contact Person’s Phone Number

Click or tap here to enter text.

Contact Person’s Email Address

Click or tap here to enter text.

Executive Director

Click or tap here to enter text.

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Total Number of Volunteers Requested

Click or tap here to enter text.

Total Amount of Funding Requested

Click or tap here to enter text.

Volunteer Schedule:

Time of Day (please select all that apply)

[ ]  Morning 8-12

[ ]  Afternoon 12-3

[ ]  After School 3-6

[ ]  Evening 6-10

[ ]  Weekend

Active Months

Click or tap here to enter text.

II. Agency Information

\*Do not exceed this page\*

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

Click or tap here to enter text.

Agency Mission Statement:

Click or tap here to enter text.

III. Project Description

How does this project fit within the [mission of the JLB](https://www.jlbonline.com/project-criteria/) and ultimately benefit the community?

Click or tap here to enter text.

Designate ONE [JLB Impact Area](https://www.jlbonline.com/jlb-vision-and-position-statements/) for the project:

[ ]  Safety & Crisis

[ ]  Health & Wellness

[ ]  Economic Security & Financial Stability

[ ]  Education & Culture

List any other Community Agencies who are involved with this project:

Click or tap here to enter text.

Provide additional description of the target population for this project

(i.e. specific school, municipality, demographic, etc.)

Click or tap here to enter text.

Target Age Range:

[ ]  Newborn to Preschool

[ ]  Preschool

[ ]  Elementary

[ ]  Middle School

[ ]  High School

[ ]  Adults

[ ]  Senior Citizens

[ ]  Other

If this project is granted in full, how many clients will our volunteers serve through this project?

Click or tap here to enter text.

Briefly describe the project’s objectives or goals. Identify specific activities of the project that will accomplish these goals. Any available timelines for addressing goals and objectives will be helpful.

Click or tap here to enter text.

IV. Volunteer Information

Volunteer Job Description

Provide detailed description of volunteer role, skills needed for the job and/or skills the volunteer will acquire.

Click or tap here to enter text.

Describe volunteer training involved – how many hours including time for travel and training.

Click or tap here to enter text.

What is the approximate time commitment for the volunteer over the course of the project year – include time for initial training, travel, and volunteer job time.

Click or tap here to enter text.

Location of Project (be specific – schools or work site)

Click or tap here to enter text.

Is Parking Provided?

[ ]  Yes – Volunteer Paid

[ ]  Yes – Agency Paid

[ ]  No

Is a background check required for volunteers?

[ ]  Yes\*

[ ]  No

\*If yes, who is facilitating the process?

Click or tap here to enter text.

Volunteer Schedule (please check all that apply)

[ ]  June

[ ]  July

[ ]  August

[ ]  September

[ ]  October

[ ]  November

[ ]  December

[ ]  January

[ ]  February

[ ]  March

[ ]  April

[ ]  May

Time of Day (please select all that apply)

[ ]  Morning 8-12

[ ]  Afternoon 12-3

[ ]  After School 3-6

[ ]  Evening 6-10

[ ]  Weekend

If the need for social distancing is still in effect could this project be completed in the following ways (click all that apply):

[ ]  In person with client contact

[ ]  In person with no client interaction

[ ]  Virtual

[ ]  Work from home opportunities

[ ]  Combination or Other Click or tap here to enter text.

V. Financial Information

Total Project Cost

Click or tap here to enter text.

Total Amount of JLB Funds Requested

Click or tap here to enter text.

Itemized budget showing proposed spending of JLB funds. (attach file if necessary)

Click or tap here to enter text.

Agency’s current Annual Operating Budget (attached file required)

(Include status of financial requests from other organizations, if applicable)

VI. Partnership with the Junior League of Birmingham (JLB)

A. Describe how your organization intends to promote the proposed project and your partnership with JLB. (This is in addition to listing JLB as a partner on your website, recognizing JLB in your publications, and promoting JLB at your events).

Click or tap here to enter text.

B. Describe how your organization intends to further its partnership with the JLB

(i.e. additional volunteer opportunities, partnering on grant applications, collaboration on new initiatives, board placement opportunities, community roundtable topic ideas, suggested speakers for JLB membership meetings, etc.)

Click or tap here to enter text.

VII. Project Evaluation

The Junior League of Birmingham requires that our partner agencies provide measurable and sufficient data to confirm the progress and effectiveness of the project. Each project should be capable of being evaluated through [objective criteria](https://www.jlbonline.com/project-criteria/) to determine the impact the project has on the agency and its participants.

In the fields below, please include information regarding the types of data that will be gathered and your agency’s plan for data collection, including the name and title of the person who will be responsible for monitoring the project.

**Short Term Outcome** (6 months)

What are the outcomes to be expected during the project’s first six months and what metrics do you propose to track project performance?

Click or tap here to enter text.

**Medium Term Outcome** (One Year)

At the completion of the project year, what goals do you intend to have met and how will performance relative to those goals be measured. What statistics will be available for review?

Click or tap here to enter text.

**Long Term Evaluation**

Describe the intended long-term outcome of the project including projected data.

Click or tap here to enter text.

VIII. Nonprofit 501(c)(3) Status Letter from IRS (attached file required)

IX. List of Current Board of Directors (attached file required)

X. Agency Annual Report (attached file required)

XI. IRS Form W-9

**SUBMISSION INFORMATION**

Once this application is complete, please submit this word document and items on the checklist below as ONE SINGLE PDF. **Applications submitted as Word Documents or multiple PDFs will not be considered.**

Submit application online here:

[www.jlbonline.com/application](http://www.jlbonline.com/application)

PDF Checklist:

[ ]  Application

[ ]  Financial Information (See Section V for requirements)

[ ]  Nonprofit 501(c)(3) Status Letter from IRS

[ ]  Board of Directors

[ ]  Agency’s Annual Report

[ ]  IRS Form W-9