



# JUNIOR LEAGUE OF SOUTH BEND

## 2018-2019 Community Project Proposal

*JLSB looks for agency projects that will develop the potential of our women and empower them to make positive community change specifically in the areas of **education** and **early childhood development**. Your agency must be a 501(c)(3) organization that provides League volunteers with meaningful, high quality volunteer opportunities, including flexibility in the times available for volunteer work. The Junior League of South Bend, Inc. looks for these projects (typically \$5,000 - \$10,000) to have a measurable impact on your agency and the populations that you serve.*

Please submit completed application with attachments via email to [project@jlsouthbend.org](mailto:project@jlsouthbend.org) by **September 30, 2018**.

### Organization Overview

Agency

Name: \_\_\_\_\_

Agency Mission:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Goal: (limit 200 characters)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Contact & Title:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Board President/Chair: (print name) \_\_\_\_\_

Signature: \_\_\_\_\_

Executive Director: (print name) \_\_\_\_\_

Signature: \_\_\_\_\_

## **HISTORY**

- Established: (year/city)
- Community Involvement: (briefly chronicle your organization's impact over the course of its history)
- Past Affiliations/Partnerships with JLSB: (Dates, details and any current JLSB members involved or employed by your organization)
- Affiliated Organizations: (please include any local or national organizations your agency is affiliated with currently and in the past)

## **PROJECT PROPOSAL**

- Project Title
- Focus: Population and number of individuals/families to be impacted.
- Timeline: Date to be completed and if more than one year, please explain.
- Expectation: Briefly describe your organization's desire outcome.
- Measurement of Success: Describe how your organization will define and measure success.
- Project Budget: Include total project amount and include a sample budget as an attachment.
- Funding Request: Amount you wish to funded by JLSB and how those funds will be used.
- Additional Funding: Outline any additional funding your organization will be using to complete the project, and if receiving funds from other organizations, please list the organizations and amounts.
- Accountability: Please describe your plans to report how your agency is utilizing the donated funds and volunteers throughout the planning and execution of your project.

## **OPPORTUNITIES**

- Organization Volunteers: Number and type of volunteers from your organization.
- JLSB Volunteer Opportunities: Number and type.
- JLSB Volunteer Commitments: Days of week, times of the day, total amount of project hours.
- JLSB Volunteer Expectations: Role of volunteers – ex: planning, development, cleaning, organizing scheduling, teaching, etc.
- JLSB Growth: Please outline potential educational or development opportunities for JLSB members in relation to your project.
- JLSB Long Term Commitment: Will this project necessitate any future volunteer commitments from JLSB, after project completion? If so, please describe details and timeline.
- Sustainable Partnership Opportunities: Please outline any opportunities for JLSB to continue the partnership with your organization after the project is completed.
- Partnership Marketing Opportunities: Please list any marketing or public relations initiatives your organization has for this partnership/project, or any additional opportunities to collaborate on marketing this project, including naming rights and use of JLSB logo on the project signage.

## NOT FOR PROFIT DOCUMENTATION

- Copy of letter proving 501(c)(3) certification
- Current financial statement and operating budget (audit and annual report, if available)
- Detailed project budget