



Completed Proposal Packet Should Include:

- ☐ Twelve copies of Project Proposal (please do not bind-staple only)
- ☐ Twelve copies of Agency's Board of Directors list
- ☐ Twelve copies of Agency's "Budget to Actual" for the latest fiscal year
- ☐ Twelve copies of most recent Balance Sheet and Statement of Activity
- ☐ Twelve copies of latest verification of 501(c)3 tax-exempt status for the Internal Revenue Service
- ☐ One electronic copy of your Project Proposal in Adobe PDF or Microsoft Word.

Submit Completed Packets by 5:00 p.m., Monday, September 23, 2013 to:

Junior League of Bryan-College Station, Inc.
Attn: Research and Development
P.O. Box 2623
Bryan, Texas 77805

If you have questions or would like to receive the proposal packet in Word or PDF format, please email Research & Development Chair, Jennifer Nations, at rd@jlbc.org.

The proposal may NOT be submitted by email.



Mission Statement:

The Junior League of Bryan-College Station, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving our community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Vision Statement:

We will strengthen the well being and future of Bryan-College Station's children and youth through the dedicated service of trained volunteers.

Position Statements:

Education: Recognizing that excellence in education is essential to the future of America, the Junior League of Bryan-College Station, Inc. is committed to promoting and supporting quality education for all children.

Children: Recognizing that America's future depends upon today's youth, the Junior League of Bryan-College Station, Inc. is committed to ensuring that children have the resources necessary for their complete well-being and will advocate to make certain that these opportunities and services are provided.

Voluntarism: The Junior League of Bryan-College Station, Inc. supports and promotes voluntarism as an essential component of our society and will take action to ensure the effectiveness of the voluntary sector.

Junior League Community Projects 2013-2014:

Brazos Valley Food Bank Backpack Program
George Bush Presidential Library & Museum - Docent Program
Special Olympics of Texas – Fall Classic
Children's Museum Brazos Valley – Daddy Daughter Dance
Salvation Army – Angel Tree Project
Opportunity Knocks
Stuff the Bus ~ Junior League of B-CS Signature Project

Community Projects

Junior League of Bryan-College Station is currently accepting proposals through our Community Projects Program to support local organizations in projects for 2014-2015. For the 2013-2014 year, over \$100,000 was awarded to support organizations in activities benefiting our local community. Junior League of Bryan-College Station is interested in making a contribution to agencies that will make an impact in the area of children and youth. Funding requests must address the interests and needs of the community and fit within the Junior League of Bryan-College Station's focus areas. **Deadline for submission is Monday, September 23, by 5:00 p.m.** Grants will be awarded in the Spring of 2014.

Qualification Requirements for Community Projects:

- Proposals for Community Projects must be for agencies whose work will fall within the Bryan-College Station Junior League focus of youth and children.
- Agency and project must have a volunteer component.
- Applicants must have a 501(c) 3 status.
- Requests cannot be considered for fundraising endeavors, individuals, sectarian religious projects, religious promotions or travel expenses.
- Agency must have a local Board of Directors.
- Junior League members involved with an agency should contact Junior League regarding possible conflict of interest.

Step 1: Summary of Project Proposal

Please provide a one-page summary of your proposal that includes the following:

- ♦ *Name of agency*
- ♦ *Address*
- ♦ *Location*
- ♦ *Telephone*
- ♦ *Fax and e-mail address*
- ♦ *Name of individual submitting the project request and contact information*
- ♦ *Name of individual to contact for an interview*
- ♦ *Project name*
- ♦ *Total number of volunteers requested, please state in a range, i.e. 4-8*
- ♦ *Total funds requested*

Step 2: Project Proposal Application

Please follow the format below in developing your full proposal. If you would like to receive an email version of this proposal packet in a Word document or PDF format, please send an email to rd@jlbc.org.

1) Agency Information

- ♦ *Briefly describe your agency's mission.*
- ♦ *Briefly describe the history and background of your organization.*
- ♦ *List current funding sources.*
- ♦ *List current volunteer sources.*

2) Project Information and Objectives

- ♦ *State the purpose and objective(s) of this project/program.*
- ♦ *Provide a plan of work and timetable for this project.*

- ♦ *How will Junior League involvement enhance this project?*

3) Agency Staff

- ♦ *Name the agency staff person who will be the liaison to the Junior League Research & Development committee (include title and contact information). On-site visits will be scheduled during the final proposal evaluation stage.*

4) Needs Assessment

- ♦ *Please describe how this project will meet specific community needs.*
- ♦ *Will this project establish a new service or expand an existing one?*
- ♦ *What other community agencies or groups are providing the same or similar services, or attempting to solve the same community problem?*

5) Clients

- ♦ *Estimate the number of clients who will be served through this program in one year.*

6) Volunteer Component

- ♦ *Estimate the number of Junior League volunteers needed, minimum and maximum.*
- ♦ *Give a general description of how Junior League volunteers will be utilized and at what times of the day (mornings, evenings, afternoons, weekends).*
- ♦ *Please keep in mind that May is a transition month for the Junior League which results in decreased volunteer availability.*

7) Funding Component

- ♦ *Estimate the total funding needed to implement this program for one year.*
- ♦ *What percent of the total funding for the project is being requested from the Junior League?*
- ♦ *If the project is currently operational, describe its present funding sources.*

8) Evaluation

- ♦ *Outline the criteria that will be used to evaluate the project/program.*

9) Proposal Application Requirements – Final Check

Your completed application should include the following items. Please be sure that all documents are submitted by the deadline. Thank you.

- *Twelve copies of Project Proposal (please do not bind-staple only)*
- *Twelve copies of Agency's Board of Directors list*
- *Twelve copies of Agency's "Budget to Actual" for latest fiscal year*
- *Twelve copies of your most recent Balance Sheet and Statement of Activity*
- *Twelve copies of latest verification of 501(c)3 tax-exempt status for the Internal Revenue Service*
- *One compact disc containing a copy of the Project Proposal in Adobe PDF or Microsoft Word*

10) Agency Authorization

This application must be signed by both the Chair of the Board of Directors for the agency and the person authorized by the Board to sign contractual agreements. Please note that the Junior League reserves the right to request that a Junior League member serve on the Board of Directors of any agency that is approved for project funding by the Junior League.

Chair, Board of Directors

Person Authorized to Sign Contracts

Junior League of Bryan-College Station Community Grants Process

2013-2014

Project Proposal Submission:

- Proposals are due on **Monday, September 23, at 5:00 p.m.**
- Proposals are to be mailed or delivered to the Junior League Office
- Faxes or electronic submissions are not accepted

Completed Project Proposals Should Include:

- Twelve copies of the proposal (please do not bind, staple only)
- Twelve copies of the Board of Directors List
- Twelve copies of the agency's latest financial information (listed in proposal packet)
- Twelve copies of the 501(c)3 determination letter verifying IRS tax exempt status
- One (1) compact disc containing an electronic copy of your Project Proposal in Adobe PDF or Microsoft Word.

NOTE: Please do not include supplementary materials not requested in the proposal packet (brochures, videos, pictures, etc.). *These may be presented on site visits.*

Research and Development committee members are available to assist and answer questions regarding proposals. Please feel free to contact us.

Project Selection Process – Community Projects for 2014-2015

- **August 21, 2013** – Project orientation
- **September 23, 2013** – Proposal deadline
- **September/October 2013** – Initial review of proposals (Agencies not moving forward in the process will be notified)
- **October - December 2013** – Site visits and interviews by R&D committee
- **January 2014** – Present findings to Community Council and Community Advisory Board
- **February 2014** – Fine tune project proposals, present to Junior League General Membership
- **March 2014** – Membership placement fair
- **April/May 2014** – Agencies notified of final project status
- **June 2014** – Selected projects may begin programs

Funding Criteria

- Junior League provides funds for direct and indirect services to children and youth
- Requests for building, administrative, or personnel costs and endowments will not be honored
- Requests for funds must be accompanied by a request for volunteers
- Junior League cannot fundraise for your organization
- Grant duration is for one year
- Grants may be renewed by submitting a project proposal during the regular granting period
- Renewals are evaluated in the same pool as all other grant applications

Volunteer Placement

- Requests may be made for volunteers only or for volunteers and funds
- A successful proposal has well defined placements for Junior League volunteers
- A placement is the task to be performed by the volunteer

- Each placement should provide adequate training for the volunteer
- Each project should present approximately eighty volunteer hours
- Placements normally run from September to May or are concentrated in summer months from June to August (please be very specific as May is a transition month and it is sometimes difficult to have enough people to cover events)
- Nine month placements normally utilize volunteers 2-3 hours per week and concentrated (one to three month) placements 6-8 hours per week
- Please be aware that May is a transitional month for the League which results in decreased volunteer availability

Defining the Volunteer Placement

- Define specific duties in terms of when, where, and how our volunteers will perform their tasks
- Will they work in groups, alone, with staff or with clients?
- Will this be a day, evening, weekend, summer, flexible or concentrated placement?
- Outline the exact duties and level of responsibility

Placement Selection Criteria by Junior League Volunteers

- Time of day that the placement will occur
- Type of work that will be performed
- Level of interaction with other volunteers or clients
- Appropriate training and expectations
- Safety concerns

Talents of the Junior League Volunteer

- Organizational skills
- Public speaking
- Facilitator training
- Leadership training
- Knowledge of the community

Tasks that Appeal to Junior League Volunteers

- Assist in the completion of new programs
- Working directly with children
- A task that can be completed within the volunteer year
- A task that allows for creativity
- A task that makes good use of their time
- Working with other volunteers
- Flexible times that are appropriate for volunteers that work outside the home

Tasks that Do Not Appeal to Junior League Volunteers

- Busy work
- Answering phones and filing
- Too much idle time or standing around
- Unspecified duties
- Little to no interaction with others
- A feeling they are “in the way”

If you have any questions or need assistance in building your proposals, please contact the Research & Development Chair, Jennifer Nations at rd@jlbc.org or 979-739-8424.