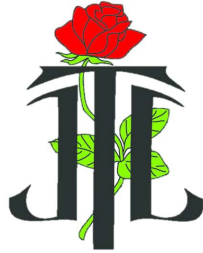


PROJECT REQUEST FORM JUNIOR LEAGUE OF TYLER, INC. 2020-2021



The Junior League of Tyler, Inc., through its Community Coordinating Committee, is accepting requests for project funding and/or volunteer placement from non-profit organizations and community agencies for funding for the year beginning June 1, 2020. The Junior League seeks to impact the community by providing monetary and volunteer support to those projects which address a demonstrated community need, employ rigorous standards of planning and performance, and offer challenging and meaningful volunteer opportunities for its members.

The Junior League of Tyler, Inc. is an organization of women committed to promoting voluntarism and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

This application may be saved to a file and completed at your discretion. All project requests for 2020 funding must be received **on or before September 1, 2019**. Early submission of request forms will allow thorough investigation and consideration of the proposed project. Late applications will not be accepted. **Please submit three (3) copies** of the application and required supporting documentation, along with a flash drive containing 5-10 high quality digital photos. We also request that you please e-mail a copy of your application to sallyglesias@juniorleagueoftyler.org. Please note that if your application moves forward in the process, we will request a one-minute video. Inquiries and requests should be directed to:

COMMUNITY COORDINATING COMMITTEE
JUNIOR LEAGUE OF TYLER, INC.
1919 S. Donnybrook
Tyler, Texas 75701
(903) 595-5426

JUNIOR LEAGUE OF TYLER, INC.

PROJECT REQUEST FORM

Please answer as briefly and concisely as possible. Long responses may not receive our full attention due to the volume of requests we receive. Thank you for your understanding.

SECTION I GENERAL INFORMATION

Agency or Organization: _____

NAME OF PROJECT: _____

Mailing Address: _____

Contact Person: _____ Phone: _____

Email contact: _____

BRIEF PROJECT DESCRIPTION:

FUNDING

Amount of money requested from Junior League: _____

Date/timetable money needed (on or after June 1, 2020): _____

Has the agency submitted a request to JLT for funding within the past 3 years?

YES

NO

If yes, for the stated year, please list the amount requested (if known) and amount granted:

Requested:

2019-2020 \$ _____

2018-2019 \$ _____

2017-2018 \$ _____

Granted:

2019-2020 \$ _____

2018-2019 \$ _____

2017-2018 \$ _____

5. Who is ultimately responsible for the administration of this project?

Individual: _____

Title: _____

6. How many clients do you expect will be served? _____

How are they selected? _____

How will the clients receive this service? _____

What geographical areas are primarily served? _____

SECTION III AGENCY/ORGANIZATION INFORMATION

1. Please give a brief history/description of the agency (**include copy of 501(c)3 documentation**).

2. Please **attach** a list of your Board of Directors.

3. Please **attach** the projected budget for this project including an itemized account of how the money is to be spent.

4. Describe non-League funds to be used for this project (federal funds, state funds, seed money, funds from community agencies, etc.).

5. What community resource can assume financial responsibility for this project upon completion of the Junior League commitment? At what point in the future do you see this project capable of generating its own funds?

6. Please **attach** a copy of your most recent agency/organization financial statement showing all current sources of funding.

OFFICE USE
LG.PR./CO.PR./PLCMT
PROJ. NAME _____
PG ASSIGNED _____

**SECTION IV
VOLUNTEER OPPORTUNITY FORM**

(Please complete a separate form for each volunteer placement opportunity.)

AGENCY NAME: _____

PERSON RESPONSIBLE FOR TRAINING, SUPERVISING AND EVALUATING VOLUNTEERS:

NAME: _____ PHONE: _____

VOLUNTEER JOB TITLE: _____

**MINIMUM NUMBER OF VOLUNTEER HOURS NEEDED FOR THIS PLACEMENT
OPPORTUNITY? (1 VOLUNTEER= 50 HOURS)** _____

JOB DESCRIPTION:

PLACEMENT OBSERVATION:

We realize that because of agency policy and/or confidentiality requirements the observation of some placements by other League members is impossible. Please indicate your preference below:

NO OBSERVATION PLEASE

OBSERVATION IS FINE

TRAINING DESCRIPTION:

Date of the training: _____

Time of the training: _____

Location of training: _____

REQUIREMENTS AND/OR SKILLS NEEDED BY VOLUNTEER:

SECTION IV (continued)
VOLUNTEER OPPORTUNITY FORM

TIME COMMITMENT:

Indicate if this volunteer placement will have **STRUCTURED HOURS**, will be **TASK-ORIENTED**, or be a **ONE TIME (“COMMUNITY PROJECT TEAM”) OPPORTUNITY**. Check the time block(s) which are **POSSIBLE** for this placement and fill in days of the week and times of day you would need volunteers. **Be as specific as possible**. Please **STAR** your preferences if you have them. You must have a structured/task oriented opportunity, but we encourage you to also identify a community project team opportunity. **NOTE:** Summer placements end when TISD resumes classes.

STRUCTURED HOURS (choose timing of preferred volunteer placement):

Pref. Poss.

YEAR LONG (SEPTEMBER-MAY)

Days of week possible: _____

Times of day possible: _____

SUMMER (JUNE - AUGUST)

Days of week possible: _____

Times of day possible: _____

FALL (SEPTEMBER - DECEMBER)

Days of week possible: _____

Times of day possible: _____

SPRING (JANUARY - MAY)

Days of week possible: _____

Times of day possible: _____

OTHER (DESCRIBE FULLY with days and times available):

TASK-ORIENTED (work at own pace to complete task):

Pref. Poss.

YEAR-LONG (JUNE - MAY)

SUMMER (JUNE - AUGUST)

FALL (SEPTEMBER - DECEMBER)

SPRING (JANUARY - MAY)

OTHER (please be specific) _____

Community Project Team Requests

The Junior League of Tyler, Inc. would like to offer additional opportunities for our Community Project Teams to assist with your agency. The Community Project Teams can accomplish projects that are event-based (for example, a one-day event or a few events that total less than 50 hours but require assistance of volunteers).

CPT Opportunity: _____

CPT Opportunity Date(s): _____

CPT Opportunity Location: _____

CPT Opportunity Time: _____

SECTION V

Are you willing to enter into a written contract with the Junior League of Tyler, Inc.?

By: _____

Date: _____

Name Printed: _____

Title: _____

Attachment Checklist:

___ Three (3) copies of the application

___ CD with 5-10 images

___ 501(c)3 documentation

___ Board of Directors

___ Recent financial statement

___ Projected project budget