



**THE JUNIOR LEAGUE OF  
FORT WORTH, INC.®**

*Women building better communities*

**255 Bailey Avenue**

**Fort Worth, Texas 76107**

**PROJECT APPLICATION  
2010  
(for project year 2011-2012)**

Application deadline: Tuesday, June 1, 2010 by 3 p.m.

Please submit applications:

JLFW  
Attention: PR&D Chair Brook Whitworth  
255 Bailey Avenue  
Fort Worth, TX 76107

## **The Junior League of Fort Worth, Inc. Project Research and Development Committee**

**Mission Statement:** The Junior League of Fort Worth, Texas, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively charitable and educational.

### **Criteria for JLFW Projects:**

#### ***The project should:***

1. Support the Vision and Mission Statements of The Junior League of Fort Worth, Inc. (JLFW)
2. Be directly tied to the use of volunteers and provide training for volunteers.
3. Address an identified community need and have strong JLFW membership support.
4. Must not duplicate community services.
5. Generally be programmatic in nature.
6. Preferably span only a 12 month period, but no longer than 2 years.
7. Have the potential to become financially independent.
8. Preferably new or expanded services.
9. Salaries cannot be included as part of funding.

#### ***If the project is adopted by JLFW, the agency shall:***

1. Present financial reports tri-annually to JLFW.
2. Not use the name "The Junior League of Fort Worth, Inc." without permission from its Board of Directors.
3. Allow JLFW to designate a JLFW member to serve as a representative on the Agency's Board of Directors.
4. Include the JFLW logo on its website or printed material as a sponsor. Publish an article in agency newsletter on JLFW and the project.

### **PLEASE NOTE THE FOLLOWING INDEMNITY CLAUSE**

The League and all of its members, officers, directors, and employees ("League Indemnities"), including, without limitation, any League indemnities sitting on the Board of Directors of Recipient, as provided in Section III.D. hereof, shall not be held liable for any acts or omissions, of whatsoever nature, of the Recipient, its agents, assigns, employees, or contractors, and Recipient shall indemnify, defend and hold harmless the League for any action brought against the League due to such acts or omissions, even if such acts or omissions are caused in whole or in part by the negligence of the League.

**The Junior League of Fort Worth, Inc.  
Project Research and Development Committee**

**2010 - 2011 Project Committee Timeline**

April 20, 2010	Community Agency Orientation Tuesday April 20, 2010 - Applications available online following the meeting.
June 1, 2010	Application deadline <b>3 p.m. Monday, June 1, 2010</b> at the Junior League of Fort Worth office, 255 Bailey Ave. (817-332-7500). <b>No applications will be accepted after this deadline. (NO EXCEPTIONS!)</b>
June 2010 - December 2010	During this time, the PR&D Committee will: - review all applications and conduct personal interviews with agency representatives as needed. - contact agencies regarding their status. - present projects to the general membership for interest. - submit final projects to membership for approval.
December 2010	Notification of Project monies
January 2011	Placement Fair
March/April 2011	Funding agreements signed.
June 2011	First funding allocations by Community Council and Community Vice President.

**The Junior League of Fort Worth, Inc.  
Project Research and Development Committee**

**APPLICATION PROCEDURE**

**Applications must be completed and delivered by 3 p.m., Tuesday, June 1, 2010 to:**

**The Junior League of Fort Worth, Inc.  
PR & D Committee  
255 Bailey Avenue  
Fort Worth, Texas 76107**

Please submit **8 copies** of the application.

Attachments to the application should include:

1. **One** copy of organization's Federal Tax Exemption letter under the Federal Revenue Code.
2. Summary of organization's operating budget for current fiscal year.
3. Itemized project budget.
4. Current financial statement prepared by a CPA or a current audit report.
5. List of organization's current Board of Directors.
6. A certificate of insurance from organization's insurance carrier(s) showing current types of insurance and limits of liability.

You may complete the application in the space provided or submit a typed copy similar to the application with questions listed prior to answers.

This application is for Projects (funding & volunteers) only. If you want to be considered for Placement hours (volunteers only) you must complete that application separately. Projects and Placements are evaluated and chosen simultaneously. In the event your agency is not chosen as a Project recipient, you will not have another opportunity to complete a Placement application. It is our recommendation, therefore, that you complete both applications at this time.

For questions, please email Brook Whitworth 2010-2011 Project Research and Development Chair at [brook.whitworth@frostbank.com](mailto:brook.whitworth@frostbank.com).

The Junior League of Fort Worth, Inc.  
Project Research and Development Committee

**2010 PROJECT APPLICATION**  
**for projects beginning 2011**

(Please Type)

<b>Agency/Organization Name:</b> _____	
<b>Address:</b> _____	
_____	<b>Phone:</b> _____
<b>Contact Person:</b> _____	<b>Title:</b> _____
<b>Project Title:</b> _____	
<b>Total Funds Requested: \$</b> _____	<b>Total number Volunteers requested:</b> _____
	(not to exceed 7 volunteers)
<b>Time Period:</b> _____	

**I. PROJECT INFORMATION**

1. Please describe the project.

2. Identify the community need or needs this project will address.
  
3. Is this project new to your agency/organization or for supplement or expanded services?
  
4. Estimate the number of people to be served by this project, and identify the targeted beneficiaries.
  
5. Are you aware of other community agencies or organizations providing similar service, or targeting the proposed group? \_\_\_\_\_ Please explain.

If yes, would a collaboration be possible? \_\_\_\_\_ Please explain why or why not.

6. Are you modeling this project after a similar project in another community or city? \_\_\_\_\_  
If yes, please provide project name, city and contact person.
  
7. Estimate the number of people who will be involved with the implementation of this project:  
**Paid Staff:** Full-time personnel: \_\_\_\_\_  
Part-time personnel: \_\_\_\_\_  
Volunteers: \_\_\_\_\_
  
8. How will this project be evaluated?
  
9. How often will it be evaluated?

## II. AGENCY INFORMATION

1. Briefly describe the purpose and/or mission of your agency/organization.
  
  
  
  
  
  
  
  
  
  
2. Have you ever applied to The Junior League of Fort Worth, Inc. for funding? \_\_\_\_\_  
If so, when? \_\_\_\_\_  
In what capacity (Project, Emergency Funding?) \_\_\_\_\_  
Was funding granted? \_\_\_\_\_

## III. VOLUNTEERS

The Junior League of Fort Worth, Inc. is continuously reviewing its volunteer opportunities (placements) offered to its membership. In order for each member to fulfill her required minimum of 50 volunteer hours, various opportunities must be made available to suit members' schedules. To best serve the membership's interests and varying needs, placements occurring both day and/or night, weekdays and/or weekends, concentrated and/or spread over the course of a year must be offered. Please answer the following questions about your volunteer requirements.

1. Describe each specific volunteer job you are requesting on page 1.  
(Please include the location where the volunteer will be needed, time of day required, months or dates required, training provided and skills to be developed.) **\*Please note: Projects require a volunteer component.**
  
  
  
  
  
  
  
  
  
  
2. Who is the volunteer coordinator? \_\_\_\_\_ Phone: \_\_\_\_\_

Title \_\_\_\_\_

Is this a paid staff position? \_\_\_\_\_

Is this a full-time or part-time position? \_\_\_\_\_

3. If you are currently using volunteers, are their responsibilities different from those being requested in this application? \_\_\_\_\_ Please explain:

#### IV. FINANCIAL INFORMATION

1. Total budget for this project: \$ \_\_\_\_\_

2. Total amount requested from JLFW for this project? \$ \_\_\_\_\_

3. Length of requested funding cycle for this project - 1 year \_\_\_\_\_ 2 years \_\_\_\_\_

4. Amount Requested per Year:

Year 1 \_\_\_\_\_ Project year 2011 - 2012

Year 2 \_\_\_\_\_ Project year 2012 – 2013 (if applicable)

Year 3 \_\_\_\_\_ Project year 2013 – 2014 (if applicable)

Total Amount Requested \_\_\_\_\_ (Year 1 + Year 2 + Year 3 must equal amount requested on line 2)

5. Please specify exactly how JLFW funds would be applied if received. **\*Please note: JLFW cannot fund salaries.**

6. What funds from other sources have been committed to this project?

**Funds Received**

**Funds Under Consideration**

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

7. If this is a long term project, how will it be financially sustained in the future?

---

Executive Director

---

Date

---

Chair, Board of Directors

---

Date