



# JUNIOR LEAGUE OF FORT WORTH

## Instructions for Three-Step Project Review Process

The Junior League of Fort Worth (JLFW) has implemented a three-step application process for Projects for agencies requesting both funding and volunteers over the following JLFW year.

### Step 1: Initial Project Applications

The Initial Project Applications capture basic Project information. Our aim is to reduce the burden on our agency partners by decreasing the information requested during this initial phase. The applications will be submitted electronically via this [link](#) and are **due May 16, 2025**. Agencies are welcome to submit multiple Project applications.

One of the benefits of this two-step process is that agencies will be notified by mid-June if they have been selected to progress to the second step of the Three-Step Project Review Process. JLFW Projects (funding and volunteers) and JLFW Placements (volunteers only) are evaluated and chosen by separate committees, so agencies not progressing to the second round of Project reviews are encouraged to submit a separate Placement application before **July 2, 2025**.

### Step 2: Full Project Applications

Projects selected to advance will be notified in mid-June and will complete a second, more detailed application. The second application will be **due June 27, 2025**. This application requires additional attachments and financial information.

*Agencies asked to participate in this second round of Project reviews will be invited to provide a short video to supplement their Full Applications. This video can be a simple 1–3-minute recording on a cell phone, but it should highlight the need for and impact the proposed Project could have on our community.*

### Step 3: Agency Interviews

Projects selected to advance will be invited to meet with the PR&D committee in person **August 15, 2025**. This meeting will allow the agency to elaborate on the proposed project and potential community impact. It also gives the PR&D committee the opportunity to ask additional questions.

	2025						2026				
	May	June	July	August	Sep-Nov	December	January	Feb-Mar	April	May	Jun
<b>Project Application Milestones</b>	★ May 16, 2025 Initial Project Applications Due	★ June 27, 2025 Full Project Applications Due				★ Agencies Notified if Selected for 2024-2025 Project					★ First Project Funding Allocations
		▲ Initial Project Review		▲ Project Review, Selection & Approval						▲ Agency Orientation Information Session	
		▲ Agencies Notified if Selected for Step 2		▲ Agency Interviews							
<b>Other Important Milestones</b>			★ July 2, 2025 Placement Applications Due				▲ 2026-2027 Placement Fair				★ Start of 2026-2027 JL Year

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