



# JUNIOR LEAGUE OF FORT WORTH

## Instructions for Three-Step Project Review Process

The Junior League of Fort Worth (JLFW) has implemented a three-step project review process for agencies requesting both funding and volunteers for 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 and are **due May 17, 2024**. Agencies are welcome to submit multiple Project applications.

One of the benefits of the three-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 request consideration for a volunteer only Placement in their application for Projects.

### 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 28, 2024**. This application requires additional attachments and financial information.

*Agencies asked to participate in the second round of Project reviews will be invited to provide a short video to supplement their Full Applications. This video can be a simple 1–2-minute recording on a cell phone and should highlight the necessity and future impact of the proposed Project on our community.*

### Step 3: Agency Interviews

Projects selected to advance will be invited to meet with the PR&D committee in person on **August 2, 2024**. 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.

	2024						2025					
	May	June	July	August	Sep-Nov	December	January	Feb-Mar	April	May	June	
<b>Project Application Milestones</b>	★ May 17, 2024 Initial Project Applications Due	★ June 28, 2024 Full Project Applications Due	Project Review, Selection & Approval			★ Agencies Notified if Selected for 2025-2026 Project				▲ Agency Orientation Information Session		★ First Project Funding Allocations
<b>Other Important Dates</b>		▲ Agencies Notified if Selected for Step 2	★ July 6, 2024 Placement Applications Due	▲ Agency Interviews			▲ 2025-2026 Placement Fair Jan. 14, 2025				★ Start of 2025-2026 JL Year	

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