



JUNIOR LEAGUE OF
FORT WORTH

**PROJECT APPLICATION
(2019–2020 Year)**

Volunteers and funding will be available
June 1, 2019 - May 31, 2020

Deadline:
Friday, June 1, 2018 by 3 P.M.

Please submit applications by mail and email to:

JLFW
Attention: PR&D Chair Brittyn Brender
255 Bailey Avenue
Fort Worth, Texas 76107
and
jlfwprojects@gmail.com

JLFW Vision Statement

The Junior League of Fort Worth, Inc. will strive to improve our community by directing our resources to positively impact the well-being of children and families by providing a legacy of trained volunteers.

JLFW Mission Statement

*The Junior League of Fort Worth, Texas, Incorporated 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 educational and charitable.*

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

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 impact area or need and have strong JLFW membership support.
4. Must not duplicate community services provided by another nonprofit agency.
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 to JLFW in December 2018 and May 2019.
2. Not use the name "The Junior League of Fort Worth, Inc." without permission from its Board of Directors.
3. Allow the opportunity for the 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:

Junior League of Fort Worth, Inc. (the "League") and all of its members, volunteers, officers, directors, employees, agents, and indemnitees (collectively, "League Parties"), including, without limitation, any League Parties sitting on the Board of Directors of Agency ("Agency") shall not be held liable for any acts or omissions, of whatsoever nature, of the Agency, its agents, assigns, directors, officers, affiliates, employees, or contractors (collectively, "Agency Parties"). Agency shall indemnify, defend and hold harmless the League and League Parties for, from and against any and all losses, damages, claims, or actions directly or indirectly arising out of, caused by, in connection with or resulting from (in whole or in part) (i) any acts or omissions of Agency and/or Agency Parties, (ii) the negligence or willful misconduct of Agency and/or Agency Parties, and/or (iii) any loss or damage to the League or League Parties or their property, even if such acts or omissions are caused in whole or in part by the negligence of the League.

Insurance:

If Agency's application is approved by the League, Agency agrees to name The Junior League of Fort Worth, Texas, Inc., and its members, officers, directors, volunteers, employees, agents and representatives as an additional insured to its general liability and property policies and other applicable policies that provide coverage for services provided at Agency's facility. Agency shall furnish the League acceptable certificates evidencing the above coverage prior to June 1, 2019.

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

Project Committee Timeline

April 3, 2018	Community Agency Orientation will take place at 8 A.M. on Tuesday, April 3, 2018 at Junior League of Fort Worth headquarters, 255 Bailey Avenue. Applications are available for download online.
June 1, 2018	Application deadline 3 P.M. Friday, June 1, 2018, at the Junior League of Fort Worth office, 255 Bailey Avenue. (817.332.7500). Applications may be received by mail and email to the address provided above. No applications will be accepted after this deadline.
June 2018 -	During this time, the PR&D Committee will: <ul style="list-style-type: none">• 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; and• submit final projects to membership for approval.
December 2018	Notification of Project monies
January 2019	Placement Fair
March/April 2019	Funding agreements signed.
June 2019	First funding allocations by JLFW Community Council and JLFW Community Vice President.

Community Impact Areas

Junior League of Fort Worth is focused on supporting programming that address following community impact areas:

1. Life Readiness
2. Arts and Culture
3. Health and Nutrition
4. Education
5. Supports Fort Worth

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

APPLICATION PROCEDURE

Applications must be completed and delivered by 3 P.M., Friday, June 1, 2018, to:

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

Please submit 8 hard copies (printed front and back) of the application. In addition, please email a pdf copy of the application to jlfwprojects@gmail.com.

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

For questions, please email Brittyn Brender, 2018-2019 Project Research and Development Chair, at jlfwprojects@gmail.com.

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

2018 PROJECT APPLICATION
for projects beginning June 2019
(Please Type)

Agency/Organization Name: _____
Address: _____
_____ Phone: _____
Contact Person and Title: _____
Phone: _____ Email Address: _____
Contact Person that will serve as the Junior League Volunteer Coordinator if different from above: _____

Phone: _____ Email Address: _____
Project Title: _____
Total Funds Requested: \$ _____
Total number Volunteers requested: _____ (not to exceed 12 volunteers)
Time Period: _____

PROJECT INFORMATION

1. Please describe the project.

2. What community impact area does the project address? The project is not required to address one of the community impact areas identified by the Junior League of Fort Worth.

- Life Readiness Arts and Culture Health and Nutrition
 Education Supports Fort Worth

If the project does not fit within a JLFW community impact area, please 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? _____

10. Are the requested project funds intended for a capital improvement? _____
If yes, what is the expected construction completion date? _____

Please include a construction schedule. If any significant or substantial changes are made to the construction schedule, the agency shall provide an updated schedule to *Christal Atkinson* at *Christal.west@gmail.com*.

11. The JLFW prefers that our volunteers do not incur out-of-pocket expenses in connection with a project or placement. With that in mind, out-of-pocket amounts shall not exceed \$20 per JLFW year. The JLFW is unable to require that a member complete a project or placement if the agency has not previously disclosed the fees/expenses.

Please list any out-of-pocket expenses JLFW volunteers will incur in connection with the project. Sample expenses may include parking fees, volunteer t-shirts, background checks, and vaccinations.

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:

4. The safety of League members and their personal property is a growing concern for the League. If the Agency receives funds or volunteers from the League, the Agency will be expected to conduct a brief safety training during volunteer training or immediately prior to a volunteer shift (depending on JL programming). The training shall include security precautions specific to your agency.

Please briefly describe the physical location where JLFW volunteers will be working, volunteer parking, and any safety precautions your agency will take to protect JLFW volunteers and their personal property (i.e., agency doors locked after certain time, volunteers walk to cars as a group, onsite security after dark).

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 _____ 3 years _____

4. Amount Requested per Year:

Year 1 _____ Project year 2019-2020

Year 2 _____ Project year 2020-2021 (if applicable)

Year 3 _____ Project year 2021-2022 (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

Chair, Board of Directors

Date

Date