



**JUNIOR LEAGUE OF
COBB-MARIETTA**

Women building better communities

Dear Community Agency Director,

Thank you for your interest in partnering with the Junior League of Cobb-Marietta (JLCM). We are an organization of women committed to promoting voluntarism, developing the potential of its members and improving the community through the effective action and leadership of trained volunteers. Throughout our 76 year history, our volunteers have worked with agencies such as yours to promote and work towards the well-being of children and families in the Cobb County Community. Not only has the Junior League of Cobb-Marietta worked with existing programs in Cobb County, but we have also acted as a vehicle to begin new agencies and programs. As we seek agency partners and select programs for the 2010 – 2011 League Year, we will continue our tradition of service.

This year's Chairperson of Community Development, Frances Scimeca, will work with her committee to select Community Partners and Projects that compliment our mission and vision. We are specifically seeking agency partnerships with whom we can make a meaningful and lasting impact on the children and families of Cobb County. The volunteers of the JLCM enjoy the ability to work directly with those who are benefitting from their volunteer service so that they can see the impact of their efforts first-hand. The Junior League of Cobb-Marietta greatly values the ability to measure the impact of our service to an agency, as well.

Frances and her Committee are available to you to answer any questions that you may have regarding the application process. In the application packet, you will find criteria, information regarding the application process, important dates and an application for the 2010 – 2011 JLCM Community Program Projects.

We look forward to receiving your application. Thank you, again, for your interest in the Junior League of Cobb-Marietta and for your work in the community!

Sincerely,

Diane Bolen
2009 – 2010 President

Frances Scimeca
2009 – 2010 Community
Development Chair



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Community Project Application Information

Community Program Projects

The goal of a JLCM Community Project is to help meet the needs of community organizations through volunteer service and financial support, if applicable. The selection process occurs on a yearly basis and volunteer services and funding is provided only for the year of selection. Funding may be up to \$5,000, with the likely amount in the range of \$1,500 to \$3,000.

Important Dates

The deadline for completed applications is 12:00 p.m., Friday, October 30, 2009. *Incomplete applications will not be considered.* We regret we cannot return applications. The Community Development Committee will review the applications, with site visits requested for the final candidates. Awards will be announced by May of 2010 for a September 2010 volunteer start date. Funding will be provided June 2010.

Criteria

- Agencies must have a 501(c)(3) tax designation and operate in Cobb County.
- Agencies requesting funding must provide an opportunity for volunteerism that will allow for a minimum of three (3) Junior League volunteers in quality positions for 40 hours (full placement) or 18 hours (partial placement) over the course of the year (September – June)
- Agencies must provide a board seat for a JLCM representative on the agency's Board of Directors or the equivalent governing body. This seat may be ex officio, if needed.
- Agencies must designate one staff member as a contact person to work as Junior League liaison and facilitator for the project
- Agencies must provide dedicated space and time for the project
- Agencies must not involve JLCM volunteers in soliciting funds, fundraising or political- or religious-based activities
- Applications will NOT be accepted for the following funding uses: lobbying (as defined in IRS Section 4945 (d)(1) and accompanying regulations), fund-raising, capital campaigns, individual requests, political or religious activities, annual fund drives, overhead or general administrative costs, political- or religious-based activities, deficits, research studies, matching gifts, endowments, cost of receptions, alcoholic beverages, or entertainment
- JLCM funds may not be used for salaries that are not essential to the success of the project and not tied to volunteer opportunities. Appropriate salary requests will only be funded up to 50% of the total funding request.
- The mission of the community agency and of the agency's proposed project must comply with the mission of the Junior League of Cobb-Marietta.
- If project proposals requests funding, it must request volunteers, as well.
- Proposed projects will be evaluated on the following:
 1. How does the project address community needs and serve families and children?
 2. Does the project effectively use Junior League volunteers?
 3. Does the project demonstrate financial sustainability after Junior League funds are spent?

- Proposed community projects should address a community need that is directly related to the JLCM's mission and vision statements as reflected below and have a meaningful, hands-on volunteer opportunity for JLCM members.

Mission:

The Junior League of Cobb-Marietta is an organization of women committed to promoting voluntarism, developing the potential of its members, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Vision:

The Junior League of Cobb-Marietta is a catalyst for community change by creating a legacy of service to the children and families of Cobb County.

Required Attachments*

- **One** copy of the agency's 501(c)(3) IRS determination
- **Five** copies of the agency's most recent audited financial statement
- **One** copy of the agency's most recent annual report
- **One** copy of verification of \$1 million liability insurance currently in effect as of the date of this application. If your insurance will expire prior to year end, please also forward a copy of the renewal when received.
- **One** copy of Federal Identification Number
- **Five** copies of the listing of the current Board of Directors
- **Five** copies of the Application and related attachments

* These materials may be sent electronically by PDF, in which case only one copy is sufficient. Please send to f@scimeca.com.

Decision

Awards will be announced in May 2009 at the Junior League's General Membership meeting. Monetary awards will be issued in June 2009. **A representative of the grant recipient agency must be present at the May meeting for the presentation of funds.** The names and contact information of the Junior League volunteers will be forwarded to recipients in August 2010.

Please send the completed application packets by 12:00 p.m. on October 30, 2009 to:

**Frances Scimeca, Community Development
Junior League of Cobb-Marietta
505 Kennesaw Avenue, Marietta GA 30060**

**For additional information, please contact:
Frances Scimeca, Community Development Chairperson
f@scimeca.com or 770-612-9197**





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***Community Development
Community Project Application***

Approved requests will comprise the
2010–2011 JLCM Community Program beginning June 1, 2010

AGENCY NAME: _____

PROJECT NAME: _____

ADDRESS: _____ ZIP: _____

TELEPHONE: _____ FAX #: _____

WEBSITE: _____

CONTACT PERSON/ TITLE: _____

CONTACT PERSON'S PHONE NUMBER: _____

CONTACT PERSON'S EMAIL ADDRESS: _____

EXECUTIVE DIRECTOR: _____

TOTAL NUMBER OF VOLUNTEERS REQUESTED: _____

TOTAL AMOUNT OF FUNDING REQUESTED: _____

I. Agency Information (one page maximum)

Include the history of the agency, date of incorporation, mission statement, current programs and accomplishments, number of full- and part-time staff members/volunteers and current collaborations.

II. Project Description (one page maximum)

Include the following:

- Name of the project
- Project's mission – How does this project fit within the mission of the agency?
- Community Need – How will the community ultimately benefit from this project?
- Target Population – Gender, ages, schools, etc.
- Project's Objectives/Goals – Identify specific activities of project that will accomplish these goals.
- How long has the project been in operation and how long will it be in operation?
- Anticipated project timeline
- Plan for providing clients to the project
- List any other Community Agencies involved with this project.

- Signature of the Chief Executive Officer. This signature will also indicate your willingness to sign the Junior League's standard *Community Partner Letter of Agreement* if your organization is selected (please see attached letter.)

III. **Project Evaluation (one page maximum)**

The project should contain criteria used to determine if it has been a success/failure (if the objectives have been met or not.) Describe the outputs you hope to achieve by the end of the year. Include the name and title of the person who will be responsible for the evaluation and outcome measures. If the project is ongoing, identify possible sources of future funding or community support. A final report must be provided to the JLCM at the end of the grant year. A final reporting form will be included in the agency's partner letter if funds are awarded.

IV. **Volunteer Information (two pages maximum)**

- How many Junior League volunteers will be required for the project
- How many paid staff members and other volunteers are involved in the project
- Volunteer Job Description: detailed description of job
- What is the role of staff in planning and implementing the project

V. **Financial Information (one page maximum)**

Include the following:

- Total project cost (include status and amounts of financial requests from other organizations, if applicable)
- Total amount of JLCM funds requested
- Itemized budget showing proposed spending of JLCM funds
- If project is ongoing, where the funds will be applied in funding year



Community Partner Letter of Agreement: Sample

A letter of agreement is required for all JLCM community projects. Submission of your proposal indicates your organization's willingness to sign a letter of agreement with the Junior League of Cobb-Marietta.

"Dear Mr. /Ms.:

On behalf of the Board and the membership (volunteers) of the Junior League of Cobb-Marietta, Inc. ("JLCM"), we are pleased to confirm that the JLCM will be working with [insert name of program] ("Community Partner" or "You") during the JLCM volunteer year [insert years].

This shall constitute a letter agreement ("Agreement") between the Community Partner ("You") and the JLCM confirming their respective obligations and duties. The JLCM reserves the right to terminate its obligations under this Agreement if, in its sole judgment and discretion, the purposes for which this Agreement has been entered into, or the conditions under which this Agreement is being implemented, have been materially altered or frustrated. This Agreement may not be delegated, transferred or otherwise assigned by a party without the prior written consent of the other party.

The Community Partner and the JLCM will be responsible for and will pay their respective costs and expenses incurred in connection with the activities to be undertaken pursuant to this Agreement. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof and there are no other undertakings or conditions, whether written or oral, except as may be contained herein. Neither party, nor any of its employees, officers, directors, or volunteers shall be deemed to be the representative, agent, volunteer or employee of the other party for any purpose whatsoever, nor shall they or any of them have any right or authority to assume or create any obligation of any kind or nature, express or implied, on behalf of the other party.

The Community Partner will hold harmless the JLCM and its volunteers from any liability that may result from activities undertaken pursuant to this Agreement. In partial fulfillment of this commitment, we understand that the JLCM volunteers will be covered by your insurance policy, which covers all official volunteers of the Community Partner and that the Community Partner will provide written documentation to the JLCM of your insurance policy covering JLCM volunteers.

The Community Partner agrees, subject to the prior written consent of the JLCM, to publicly recognize the JLCM in all Community Partner publications, which refer to or describe the activities of the JLCM committee. If the Community Partner is approached by a media entity in order to produce an article, radio or televised program about the project, you will advise such entity of the JLCM's role. You will also promptly notify the JLCM of said potential coverage. You agree that we may reproduce any photographs and/or slides taken of the project to promote one or more of the JLCM's charitable activities, and that the JLCM may include the Community Partner in all JLCM publications and JLCM website (www.jlcm.org), and request the Community Partner's participation in JLCM media (print, electronic, radio or television) inquiries.

The JLCM, with input from the Community Partner, will develop measurable goals and objectives for the project, and will periodically evaluate performance against those goals. The Community Partner agrees to assist the JLCM as necessary in obtaining data regarding project performance. The JLCM will regard project performance data in accordance with the Community Partner's confidentiality policy.

As our Community Partner, your advice is actively solicited throughout the year. It is by listening to you that we are able to develop and better meet the needs of all involved. If at any time during the year you have any thoughts or issues to discuss, please do not hesitate to contact [insert name], the JLCM Community Liaison at [insert email and telephone number]. You may also contact the Chair of this committee, (Insert name of the committee) [insert names and telephone numbers]. If the foregoing is agreeable to you, please sign and return both the enclosed copy of this letter. We look forward to [a or another] wonderful and productive year with you."