



JUNIOR LEAGUE OF COBB-MARIETTA

Women building better communities

Community Development Grant Fund

2008 – 2009 Overview

The Award

The goal of the Community Development Grant Fund is to help meet the needs of community organizations through financial and volunteer support. The Junior League will award up to \$25,000 each year in varying amounts, with the likely award in the range of \$2,500 to \$5,000. The award is for one year only.

Eligibility

Grants will be awarded to 501(c)(3) non-profit organizations operating in Cobb County. Grants recipients will need to incorporate a new or increased role for a minimum of three (3) Junior League volunteers. 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?

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 2009.

About the Junior League of Cobb-Marietta

The Junior League of Cobb-Marietta was founded in 1933 as the Junior Welfare League. Today, it is part of the Association of Junior Leagues International. Our diverse membership is made up of over 500 women committed to improving the community through effective action and leadership. Over the years, the Junior League of Cobb-Marietta has been instrumental in identifying and meeting community needs with volunteer opportunities and financial contributions.

Our 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.

**For additional information, please contact:
Jan Curtis, Community Development Chairperson
jcurtis@brockclay.com or 770.289.5278**



**JUNIOR LEAGUE OF
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**Community Development Grant Fund
2008 – 2009 Application**

Please provide the following:

- A one-page overview of the project signed by 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.) Include in this letter the name, address, email, and telephone number of the primary contact person for the project.
- A proposal limited to three (3) pages answering the following questions (*five copies*):
 - I. Sentence Proposal Summary/Three Sentences or Less** (Name of project, dollars and volunteers requested, and a description of the need your organization hopes to address through this project)
 - II. Description of Organization** (Brief description of history/mission, current programs and accomplishments, number of full- and part-time staff members/volunteers, and current collaborations)
 - III. Project Description** (Population this project will serve and how this population will benefit, goals for the project and strategies to achieve these goals, is this a collaborative community effort, how long has the project been in operation, what is the anticipated project timeline, and how does the project contribute to your organization's overall mission.)
 - IV. Staffing** (How many Junior League volunteers will be required for the project, how many paid staff members and other volunteers are involved in the project, what is the role of staff in planning and implementing this project.)
 - V. Monitoring and Evaluation** (Describe the criteria for project success and how the effectiveness of the project will be measured; describe the outputs you hope to achieve by the end of the funding period, as well as their anticipated long-term impact.)
 - VI. If Junior League grant funds were received in the previous year, please complete the attached evaluation.**
- A copy of the organization's 501(c)(3) IRS determination.
- Most recent audited financial statement (*five copies*)
- Most recent annual report
- Verification of \$1 million liability insurance
- Federal Identification Number
- Listing of current Board of Directors (*five copies*)
- Budget Sheet (see attached) (*five copies*)

The deadline for completed applications is October 31, 2008. *Incomplete applications will not be considered.* We regret we cannot return applications. A panel of Junior League members will review the applications, with site visits requested for the final candidates. Awards will be announced by May of 2009 for a September 2009 volunteer start date.

Please mail or deliver completed applications by 5:00 p.m. on OCTOBER 31, 2008 to:

***Jan Curtis, Community Development*
Junior League of Cobb-Marietta, Inc.
505 Kennesaw Ave, Marietta, Georgia 30060**



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**Community Development Grant Fund
2008 – 2009 Application Budget Sheet**

Budget Information

This information sheet provides basic guidelines for preparation of the program or project budget. Please provide a detailed statement of expected costs. Budgets that are not prepared in accordance with these guidelines will delay the processing of awards for successful applicants.

1. Itemization and justification of all costs

Provide line-item budget amounts for project. The budget should be itemized in detail and justified in terms of the project. The basis for calculation of each item must be provided.

2. Other sources of funding

Provide information about other sources of funding (requested or secured) for the project. Please make clear which amounts are requested from the Junior League and which have been requested or secured from other sources.

3. Dates of the project period and release of funds

The budget must indicate the dates on which the applicant expects to start and complete the proposed project or program. If project is ongoing, indicate where the funds will be applied in fiscal year. Funds will be mailed in June 2009 to selected agencies.

4. Formatting the budget

Organization's name, date of submission, and page number must appear on each page of the budget.

5. Budget categories

This award is to be used to develop or continue an on-going project and fund it for one year. The application must indicate a plan for program sustainability after the funding year. Community Development Grant awards are intended to cover the costs of a community projects using volunteers to facilitate service delivery. Budget categories may include:

Administration: Database management, reporting, evaluation, and other reasonable and limited administrative functions related directly to the program.

Communications Costs: Includes service provider and/or content design fees and postage.

Direct Program Costs: Training costs and other capacity building and networking activities will be considered.

6. Costs that may not be included in the budget

As a matter of policy, the Junior League of Cobb-Marietta does not give or lend money for personal aid to individuals. In addition, no funds can be used to support activities that constitute lobbying as defined in Internal Revenue Code Section 4945(d)(1) and accompanying regulations. Such prohibited activities include any attempt to influence specific legislation or encourage anyone to take action with respect to such legislation. Costs that the Junior League's *Community Development Grants* will not cover include, but are not limited to, the following: deficits, research studies, political-based or lobbying activities, overhead or general administrative costs, annual fund drives, capital campaigns, fundraising events, matching gifts, endowments, costs of receptions, alcoholic beverages, or entertainment, and religious activities.

7. Range of Requested Amount

The *Community Development Grants* will award up to \$5,000 per grant each year in varying amounts, with the likely amount in the range of \$2,500 to \$5,000. The budget request should not exceed \$5,000. Grants are made for a fixed amount, which cannot be increased.



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**Community Development Grant Fund
2008 – 2009 Volunteer Planning Guidelines**

Proposed Junior League volunteer projects should create meaningful volunteer work that is centered on working with, directly with or for clients rather than clerical or childcare functions. There should be clearly defined roles for the Junior League volunteers. ***Creativity and flexibility in volunteer requests attract our volunteers to your placement!***

- The project must require a group of at least three (3) Junior League of Cobb-Marietta volunteers.
- Please note that the Junior League volunteer year normally runs from September to June.
- A full placement is 72 volunteer hours over the course of the year. A partial placement is up to 18 hours. Please consider both options when requesting volunteers.
- The organization must designate one staff member as a contact person to work as Junior League liaison and facilitator for the project.
- The organization must provide dedicated space and time for the project.
- The application should detail the proposed length of project as well as a plan for providing clients to the project.

2008 – 2009 Reporting Guidelines

A final report must be provided to the Community Research & Development committee at the end of the grant year. A final reporting form will be included in the agency's partner letter if funds are awarded.

If Junior League grant funds were received in the previous year, please complete the attached evaluation.



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**Community Development Grant Fund
2008 – 2009 Evaluation**

If Junior League grant funds were received in the 2007 – 2008 funding year, please complete the evaluation and return with completed application by October 31, 2008 to receive consideration of funding and volunteers for 2008 – 2009. You may use this form or retype if additional space is needed.

Agency Name: _____ **Name of Project:** _____

Budget

How were Junior League funds used to meet your goals? Did you meet your budget?

Results

What results did you see from the project? How many people were served?

Junior League Volunteers

How many Junior League volunteers were used in this project? How many hours did they serve? What were their roles?

Publicity

List all publicity received as a result of this project, including the use of the Junior League logo and name.

Next Steps

Will this project continue next year? Why or why not?

Lessons Learned

Are there any lessons learned from this project? For example, is there anything you would do differently next time? How could the Junior League better help you meet your goals?

Signature, Executive Director

Date

Please mail or deliver completed evaluations by 5:00 p.m. on October 31, 2008 to:
Jan Curtis, Community Development
Junior League of Cobb-Marietta, Inc.
505 Kennesaw Ave, Marietta, Georgia 30060

Internal Use Only: Date Received



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."*