



2017-2018 PROJECT PROPOSAL

The Junior League of El Paso, Inc. is pleased to present the 2017-2018 Project Proposal form. Please read and consider the following guidelines before completing the proposal.

PART ONE: GENERAL INFORMATION

I. Summary Statement: Briefly describe the proposed project and specify the role of the Junior League of El Paso, Inc. in one paragraph.

II. Project Information

- A. Project Name: _____
- B. Sponsoring Organization: _____
- C. Name of Executive Director: _____
(or equivalent)
- D. Address: _____
- E. Phone: _____
- F. Contact's Email Address: _____
- G. Organization's Website: _____
- H. Total 2015-2016 cost of project (if applicable): _____
- I. Financial support received from Junior League in 2015-2016: _____ \$
- J. Requested funding from Junior League in 2016-2017:
 \$0 - \$4,999 \$5,000 - \$9,999 \$10,000 - \$14,999 \$15,000 - \$20,000
 If other please state: _____
- K. Number of Junior League volunteers requested:
 1 - 5 6 - 10 11 - 15 Other

PART TWO: NEEDS ASSESSMENT

I. This project will:

- Establish a new service or program
- Expand an existing service or program
- Support an existing service or program
- Other _____

II. Population served by this project:

Beginning in 2017-2018, the Junior League of El Paso, Inc. will dedicate its membership to and fund projects that promote awareness of and embracing mental and physical health.

III. Evidence of community need for this project:

- A. Describe specifically how this project relates to the Impact Area of the Junior League of El Paso, promoting awareness of and embracing mental and physical health.**

- B. List other agencies or organizations in the community addressing this need:**

- C. List agencies or organizations, if any, consulted in developing plans for this project:**

- D. Is the project currently operating under any formal contract or agreement with any organization or governmental entity? If yes, please specify each organization and its sphere of authority:**

- E. If the Junior League does not fund this project, is there an alternate plan? If yes, please describe:**

PART THREE: JUNIOR LEAGUE INVOLVEMENT AND ADMINISTRATION

The Junior League of El Paso, Inc. has over 180 active members with diverse backgrounds and skills. Annually, each active member is assigned a volunteer placement and serves in a community project or internal committee. Given the time constraints of balancing work and family obligations, these placements strive to utilize the volunteer's time effectively. Every project must utilize Junior League volunteers in an effective way. JLEP will not sponsor a project unless it provides opportunities for volunteer service by its members.

I. VOLUNTEER OPPORTUNITIES

- A. How do you see the Junior League volunteers utilized in this project? (time, responsibilities, learning opportunities)**

B. Will other community volunteers be utilized? If so, how?

C. Place/location where Junior League volunteers will be utilized?

D. What times will most volunteers be needed? (check all that apply)

Mornings Afternoons Evenings Weekends Flexible

E. How often will volunteers be needed?

Weekly Bi-monthly Monthly Quarterly Other

II. TRAINING OR SPECIAL SKILLS

A. Would the Junior League volunteers need any special skills for this project? If yes, describe what orientation and/or training will be given to volunteers, and who will do the training?

B. List any special requirements that Junior League volunteers will need: (i.e. background checks, security clearance, health screenings, other)

III. ADMINISTRATIVE RESPONSIBILITIES

A. Please explain the Junior League's leadership role in this project.

B. How will project progress be measured and reported to Junior League and the sponsor organization?

C. Define the role and responsibilities of the sponsor organization volunteers and staff.

D. What organization will assume responsibility for this project after conclusion of the Junior League's involvement?

IV. MARKETING AND PUBLICITY

A. Describe any marketing or publicity opportunities for Junior League associated with this project.

B. How will this project be promoted within the target population and/or the community at large?

PART FOUR: OUTCOMES

I PROJECT GOALS AND OBJECTIVES

JLEP strives to pro-actively meet the critical needs of the El Paso community either by initiating or collaborating with community groups on positive solutions in the areas of mental and physical health. Volunteer and financial support will primarily concentrate on projects with high impact and/or high visibility which make El Paso a better place to live for ALL of its citizens.

Only projects that do not discriminate on the basis of race, religion, color or national origin will be considered. The Project Proposal must demonstrate an organized structure with clear, measurable goals and objectives toward a specific purpose

- A. List the short and long-term goals to be accomplished by this project and describe how the goals will be accomplished:**

- B. Describe how the measured outcomes will be accomplished and measured:**

- C. What methods will be used to evaluate the effectiveness of the project and who will evaluate it?**

- D. When will outcomes be reported to the Junior League?**

II. Please attach or list a description to this proposal listing ALL of the necessary steps/tasks needed to accomplish each of the individual goals as outlined above under Project Goals. ***(Please list items in bullet form and in chronological order identifying any due dates)***

PART FIVE: FINANCIAL

I. Proposed Project Budget (Please itemize)

Requested funding will be used for program development, professional guidance, educational materials and/or public education. JLEP does not fund endowment funds, salaries, grants or loans to individuals; fundraising events; religious organizations for religious purposes; or political organizations campaigns or candidates.

Description/Items	Total Budget	Requested of Junior League	Provided by Sources Other Than Junior League
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

If the budget table above does not fit your budget please attach a separate budget.

II. OTHER FUNDING SOURCES

- A. List any in-kind or donated goods or services and state the value:**

- B. Describe firm commitments from other funding sources for continued future support:**

- C. Will this project rely on grants or donated support or will it become self-sustaining, and how?**

PART SIX: ATTACHMENTS

- I. Please attach to this proposal (if available)**
 - A.** Description of necessary tasks needed to accomplish outlined goals (Part Four, Item II above)
 - B.** IRS Determination letter for non-profit status of sponsor organization.
 - C.** Annual Report of sponsor organization.
 - D.** List of Board of Directors, including employment status/job description.
 - E.** List of any employed staff member(s) related to any member(s) of Board of Directors.
 - F.** Resume of Executive Director or equivalent of sponsoring organization.
 - G.** Evidence of liability insurance coverage and directors' indemnity coverage.
 - H.** Copy of most current financial statement.

- I.** A brief narrative of the history and past accomplishments and initiatives of the sponsor organization.

Signatures

_____	_____
Person completing this proposal	Date
_____	_____
Executive Director of sponsor organization, or equivalent	Date
_____	_____
President of sponsor organization, if applicable	Date

The sponsoring organization must provide adequate insurance coverage for any claims that might arise as a result of Junior League of El Paso, Inc.'s involvement with the project and name JLEP as an additional insured on such policies.

Proposals for projects, both large and small, are encouraged. All projects meeting the criteria outlined in the Project Proposal will be considered, although only a limited number can be accepted by JLEP annually. In the event that the Junior League of El Paso, Inc. is unable to accept a proposed project, we wish your organization success in the realization of its goals.

JLEP's Community Research & Impact Committee is responsible for reviewing each proposal, working with the proposing organization to ensure that the proposal and the project meets the criteria, and presenting the project to the JLEP Board of Directors and membership for consideration. A Junior League of El Paso member may serve as a member on the board or committee directing the project, if deemed necessary.

Projects are reviewed and funded on an annual basis according to the Junior League's fiscal year of June 1 – May 31 and all projects that are accepted will enter into a **one-year written agreement spanning from June 1, 2017 to May 31, 2018**. The board or committee directing the project will be responsible for ensuring that the project's goals and objectives are fulfilled and that funds are properly utilized.

Project Proposals are due November 1, 2016. No proposals will be accepted after this date.

Email completed application with attachments to: CommunityResearch@jlep.org or deliver to:

Junior League of El Paso, Inc.
Community Research & Impact
520 Thunderbird Drive
El Paso, Texas 79912
Office Hours: 10:00 a.m. - 4:30 p.m. Monday – Friday

Community Research & Impact Committee

Dana Irwin Carmona – Chair
Jan Schauer – Sustaining Advisor
Committee – Danielle Adams, Crysta Grenier Levicek, Kimberly Norvell Miller, and Mandra Ryan