



2021-2022 PROJECT PROPOSAL APPLICATION

The Junior League of El Paso, Inc. is pleased to present the 2021-2022 Project Proposal form. Please read and consider the following guidelines before completing the proposal. Project proposals will advance in anticipation of social distancing restrictions being lifted; however, should public interaction return/remain limited, the Junior League of El Paso will contact the sponsoring organization to discuss the feasibility of the collaboration. A COVID-19 contingency plan will be developed with all parties involved in the establishment of the project.

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 projected 2021-2022 cost of project: \$

I. Financial support received from Junior League in 2020-2021: \$

J. Select Range of requested funding from Junior League in 2021-2022:

\$0 - \$4,999 \$5,000 - \$9,999 \$10,000 - \$14,999 \$15,000 - \$ 20,000 Other \$

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:

The Junior League of El Paso, Inc. will dedicate its membership to and fund projects that promote awareness of and embrace 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, and would you consider collaborating with this agency on this project?
- 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? (EX. Time, Responsibilities, Learning, Opportunities, etc.)

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

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

 - D. Has this project been implemented in other communities and if so, please provide a brief synopsis.

 - E. Have you partnered with the Junior League of El Paso in the past and if so, please provide a short summary of the project.

F. What times will most volunteers be needed? (Check all that apply)

Mornings Afternoons Evenings Weekends Flexible

G. 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 sponsoring organization?

B. Describe how the quantitative/qualitative 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 endowments, 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:

Description of In-Kind or Donated Goods or Service	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 sponsoring 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 sponsoring organization.

Signatures

Person completing this proposal

Date:

Executive Director of sponsoring organization, or equivalent

Date:

President of sponsoring 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, 2021 to May 31, 2022. 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, 2020. *No proposals will be accepted after this date.*

Email completed application with attachments to: JLEPCommunityResearch@gmail.com or deliver to:

Junior League of El Paso, Inc.

Community Research & Impact

155 McCutcheon Ste.O

El Paso, Texas 79932

Office Hours: 10:00 a.m. - 4:30 p.m. Monday – Friday

Community Research & Impact Committee

Amy Field – Chair

Julie Kallman– Sustaining Advisor

Committee – Alaina Castillo, Yvette Martinez, Alexis Rossi, Jaidee Zavala