

Helpful Tips for Creating a Community Project Proposal

As you complete the Project Proposal Form, please be aware of several important policies of the Junior League of Jackson.

The Junior League of Jackson endorses an Issue-Based Community Impact Model for the selection and evaluation of its community projects. This model requires the League to identify a small number of critical community needs, and to place its volunteers and project funds exclusively or primarily in those areas, in order to maximize the League's effectiveness in improving the community. The League's overall focus is improving the lives of children and youth in the Jackson community. Within that larger focus, the League has identified the following community needs: early literacy, children's health, and social development.

Our online application has been revised, so we ask that you complete the form in its entirety. If you have more than one project proposal, please submit a separate and complete application for each proposal.

Please be as specific as possible when explaining what you expect the League volunteers to do. (Example: Volunteers will read with second-grade students individually for 20-minute blocks two days each week, preferably Tuesdays and Thursdays from 9:00 a.m. to 11:00 a.m.)

Keep in mind that more than 70% of our members are employed outside the home. Volunteer opportunities on weeknights and weekends are ideal for the majority of our members. Many of our members have told us that the most difficult time for them to volunteer is in the afternoons. Knowing this, we cannot fill Proposed Projects that take place solely in the afternoon. If your proposed project, as it is planned, takes place at this time, ask yourself if the proposed project schedule is flexible. For instance, if you are planning an after-school program, is it possible to plan summer classes or Saturday morning classes during the school year instead?

Each of the League volunteers is asked to donate **50 hours** to their respective project per League year. The League year runs from June to May. How many volunteers, working 50 hours each, will be needed to accomplish your proposed project? We require that you have enough hours for at least five volunteers.

It is important for the community partner to promote the project and JLJ's role in the project within the organization and/or community. Project applications should describe the planned promotional efforts.

All projects will include a **mandatory** comprehensive evaluation to measure community impact in the areas of early literacy, children's health and social development. The evaluation will include an exit interview with the Community Partner. With this in mind, consider how you will evaluate the project and include this information as part of your application.

- The League must have at least one community partner for every project. These partner/partners will sign a Community Project Agreement before the beginning of any project.
- The League policy is to match funds with volunteers. Our volunteers cannot be involved in fundraising activities on behalf of another agency. The League does not fund permanent salaries or office personnel.
- The League must be made aware of any specific requirements that your agency has for League volunteers such as background investigation, medical screenings, confidentiality agreements, forms, volunteer training, etc. All such documents required by a potential Community Partner must be included as part of the application.
- A Certificate of Insurance from the partnering agency is also required.
- No member of the League may transport any non-member while on business of the League or while fulfilling her volunteer obligation. This includes the transportation of children or other people associated with the project.
- **The Application will be available online starting June 1, 2016.** All proposals should be submitted electronically via our website, www.jljackson.org.
- **The Proposal Deadline is 11:59 p.m. on June 30, 2016.**
- **All applicants will be notified of the status of their proposal(s) by February 27, 2017.**

Thank you for your interest in partnering with the Junior League of Jackson. If you questions about the application process, please contact Project Development Chairs Elizabeth Paine, 601-454-3995 or projects@jljackson.org; or Stacey Carter, 615-727-3656 or projects@jljackson.org.