



The Junior League of Miami, Inc.

Community Project & Community Grant Application for 2009-2010

Junior League of Miami Mission Statement

The Junior League of Miami, Inc. is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Focus Area

Families at risk, with projects and activities involving homelessness, family violence, children's and women's health, early childhood education and foster care.

Community Projects

Each year, the Junior League of Miami, Inc. matches League member volunteers and funding with Community Projects selected in accordance with the eligibility criteria set out below. Each Community Project can expect between 5 and 15 League volunteers and funding up to \$10,000. Each League volunteer serving on a Community Project placement is expected to devote 2 to 4 hours each month to the Community Projects. League volunteers are not intended to fill existing organizational/agency staffing needs, nor to take part in any fund-raising activities. Each Community Project term is from September 2009 through April 2010. The League may support a Community Project for up to 3 years, however the organization must reapply each year.

Organizations whose Community Projects are selected will sign a contract with the Junior League of Miami, Inc. This contract requires the organization to indemnify, release and hold harmless our volunteers and the League and to add the League and its volunteers to any insurance coverage. It also requires disclosure and accountability on the use of League funds. The Junior League of Miami, Inc. reserves the right to terminate its contractual relationship with any Community Project.

Community Grants

In addition to the Community Projects, each year the Junior League of Miami, Inc. provides Community Grants of up to \$10,000 to organizations that fulfill community needs within our focus area, but which do not require League volunteers to make them happen. Funds will be available to the organizations selected

for Community Grants in June 2009 and must be spent by May 31, 2010. Organizations selected for Community Grants are required to report to the Junior League of Miami in December 2009 and May 2010 as to the use of the grant funds.

Eligibility Criteria

1. Community Projects and Community Grants must fall within the League focus area described above.
2. Applying organizations must have 501(c)(3) status and must be registered with the Department of Agriculture to solicit funds in Florida.
3. All funds and volunteers hours for Community Projects must be for the benefit of Miami-Dade County project. All funds for Community Grants must also benefit community needs within Miami-Dade County.
4. Junior League of Miami funds may NOT be used for capital costs, fundraising, salaries, operational expenses, travel or transportation, insurance, tuition or individual scholarships, religious or political activities.

Selection Process

Community Projects

All Community Project undergo an initial review by the Program Development Committee.

Potential Community Projects selected from the initial review are submitted to the Junior League of Miami Board of Directors for approval in early February 2009. Once approved, those Community Projects will make a project presentation on February 26, 2009. Final selection of Community Projects is by vote of the Junior League of Miami at its March 2009 General Membership Meeting.

Community Grants

All Community Grant applications undergo an initial review by the Program Development Committee. Potential recipients of Community Grants selected from the initial review are submitted to the Junior League of Miami Board of Directors for approval in March 2009. Once approved, final selection of Community Grant recipients is by vote of the Junior League of Miami at its May 2009 General Membership Meeting.

DEADLINE:

Friday, December 5, 2008, 5:00 PM

Application Process

Please submit by regular U.S. Mail or by hand-delivery one complete copy of your application on paper and on CD and 14 additional copies of the Cover Letter & Narrative to Junior League of Miami Headquarters, Attn: Program Development Chairs, 713 Biltmore Way, Coral Gables, Florida 33134. Please print your proposal on one-sided, 8-1/2 by 11-inch paper. Please do not staple, bind or place your proposal in a folder. Please submit only the items requested in this application. We regret to advise that we will not accept faxed or emailed proposals.

Please specify in your application whether you are applying as a Community Project or for a Community Grant. An organization may apply for both a Community Project or a Community Grant, but will need to submit two separate applications.

Completed Community Project and Community Grant applications must be received at the Junior League of Miami Headquarters, 713 Biltmore Way, Coral Gables, FL 33134, **before 5:00 PM, FRIDAY, DECEMBER 5, 2008**. We are unable to accept any late applications.

Community Project and Community Grant Application Components

The Cover Letter

A one-page cover letter must be written on the organization's letterhead addressed to the Junior League of Miami and signed by the organization's CEO, Executive Director or President. If applying as a Community Project, the cover letter must include (1) a concise summary of the organization and proposed Community Project, and (2) the exact number of volunteers and the exact amount of funding requested. If applying for a Community Grant, the cover letter must include (1) a concise summary of the organization and (2) the exact amount of funding requested.

The Narrative

The narrative shall consist of no more than five typed pages with six separately captioned headings that discuss:

- 1. The Organization:** Please describe the applicant organization, including year of inception, mission, current major programs, the population you serve, the number of paid full-time and part-time staff, and the number of current volunteers.
- 2. The Proposed Community Project:** Please describe the what, where, how and when of your proposed Community Project. Please include the need for this Community Project, the involvement, if any, of other organizations in your proposed Community Project. League involvement in the project will begin in September 2009. Specify how your organization will show if the project has met its stated goals and objectives. If applying for a Community Grant, please skip to #4.

- 3. (Community Projects Only) The Role of the League Volunteers:** Please describe the role of the League volunteers in your proposed Community Project. Include a description of the specific task, location, times and flexibility, if any, for the volunteer work.
- 4. The Budget:** Present a line-item budget reflecting all expenses and funding sources for the project and identify clearly how the Junior League of Miami's funds will be used. For project income, indicate what has been received and what is pending.
- 5. The Future:** The Junior League of Miami is interested in creating the momentum for Community Projects to sustain themselves once the League completes its commitment to that Project. Please describe the impact you anticipate the League will make on your proposed Community Project and how you anticipate the project will continue after the League completes its commitment.
- 6. References:** List the names, telephone numbers and addresses of three people outside your organization who have worked with your organization or who are knowledgeable about your organization.

Required Attachments You must attach:

- IRS letter on tax exempt status under Section 501(2)(3)
- Copy of the registration with the Florida Department of Agriculture for solicitation as a charitable organization.
- A list of current Board Members.
- The organization's current fiscal year operating budget.
- Most recent 990 and audit.

FOR MORE INFORMATION, CONTACT:

The Junior League of Miami, Inc.

**Program Development Chair Kathleen Slesnick Kauffman (preservationist@hotmail.com)
713 Biltmore Way • Coral Gables, Florida 33134 • Tel: 305-443-0160 • Fax: 305-443-3849
On the Web: www.jlmiami.org/project-guidelines.php**