



## COMMUNITY PARTNERSHIP GRANT APPLICATION

The Junior League of Huntsville (JLH) places trained volunteers with selected community partners in support of our current Impact Area, **Improving Family Literacy**. Each year, the JLH reviews, accepts, and adopts new placements to begin the following July. Final placement determinations are voted on by the JLH membership and are based on JLH's mission, impact area, measurable community impact, membership interest, and available JLH resources.

JLH placements typically run from June through May and require between 20-50 hours of a JLH volunteer's time over the course of the JLH fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>). A typical placement consists of 8-20 volunteers organized by a committee chair and co-chair. The majority of our volunteers are working professionals and prefer evening and weekend hours, although daytime volunteers are also available. JLH volunteers seek opportunities that are fulfilling, allow flexibility in their schedule and provide skill-specific training. Members are seeking more task-completion type projects that might require a few months of planning and 1-2 days to implement. Ultimately, the goal is to match our volunteers with unique, fulfilling volunteer opportunities that allow a measurable impact in Madison County communities and in our current Impact Area.

**JUNIOR LEAGUE MISSION STATEMENT:** The Junior League of Huntsville is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

JUNIOR LEAGUE OF HUNTSVILLE  
2018-2019 COMMUNITY PARTNERSHIP GRANT APPLICATION

**APPLICATION PROCESS:**

**JLH will accept applications that are completed and submitted to the JLH by 5:00p.m. on January 5, 2018, via email, mail, or hand delivery, and have all the required exhibits and include the signature of the agency's Executive Director or President of Board of Directors.** JLH provides both volunteers and funding to community partners. A community partner may receive volunteers only or may receive a combination of volunteers and funding based on the needs of the specific program and the goals of JLH relative to the program. JLH will consider funding requests that are directly related to the program for which volunteers are requested but will not fund ongoing operations or staff salaries.

**ELIGIBILITY THRESHOLDS and EVALUATION:**

- Applicant must maintain a tax-exempt nonprofit status as approved by the Internal Revenue Service.
- Applicant must submit a copy of its latest financial audit and annual report with the grant request.
- Community programs must fall within the current JLH Impact Area of **Improving Family Literacy. The JLH focuses on all aspects of literacy including but not limited to reading, writing, comprehension, technological, financial, digital, global, nutritional, and civic literacy. We hope to partner with programs that improve the lives of the citizens of Madison County through literacy.** Programs outside this Impact Area will not be considered at this time.
- The request must be submitted on the JLH Partnership Grant Application form provided and returned with all required signatures and documents. The application is available in both hard copy and electronic format.
- Programs must benefit residents of Madison County.
- Applications will be evaluated and scored based on the quality and completeness of response in each of the scored sections.

**Fund requests *may not*:**

- be related to religious, political, or medical research projects or programs
- be used for travel budgets or providing transportation
- be used for renovations in buildings not owned or in long term lease
- be granted to individuals
- be used for fundraising drives, capital campaigns, or building funds
- be used for research

**COMPLIANCE RULES FOR AGENCIES RECEIVING JLH GRANTS:**

- The grant must be expended for the stated purposes only.
- The agency agrees to furnish financial information as outlined in the application. All financial information will be kept confidential.
- Selected partners must execute a Community Partnership Contract with the JLH.
- The agency agrees to permit on-site visits by authorized representatives of the JLH.

JUNIOR LEAGUE OF HUNTSVILLE  
2018-2019 COMMUNITY PARTNERSHIP GRANT APPLICATION

**REQUEST PROCESS:**

**Applicant's Actions:**

- **Complete** the information requested on the Community Partnership Grant Application.
- **Submit** the completed application and supporting documentation to the JLH.
- If funding is granted, agency will be required to execute a Community Partnership Contract with the JLH by June 2018.

Please include the following documents with your submission:

- Completed original application
- Current list of the agency's Board of Directors
- List of partner organizations
- Letter of IRS Determination of Tax-Exempt Status
- Audited Financials or Agency's year-end balance sheet, Statement of Activity and Budget to Actual or other financial documents
- Copy of General Liability Coverage or letter of confirmation from insurance agency

**Junior League of Huntsville Actions:**

- The JLH will send an acknowledgement receipt of the grant application.
- Community partners are recommended to the JLH membership for final approval after an extensive vetting process that includes a thorough review of the agency and the program for which volunteers and/or funds are requested. Community partner programs are presented for final approval by the Board of Directors for a vote at our February general membership meeting. **Please note that agencies currently contracted with JLH must reapply for programming for projects beginning in 2018.**
- The Board of Directors will communicate the final outcomes of the JLH's selection process after the membership vote in February 2018.
- Funds will be disbursed to the selected partner agencies by May 2018.
- New placements with partner agencies will commence in July 2018.

The Junior League of Huntsville has a long and distinguished record of service to the Madison County area. We look forward to continuing this legacy through collaborative approaches and partnerships within the community that allow us to fulfill our mission and provide our members with meaningful volunteer opportunities within our area of focus. We invite your application and look forward to working with you. Should you need information or have questions regarding the application or process, please contact the Junior League of Huntsville President-Elect at (256) 881-1080 or via email at [presidenelect@jlhuntsville.com](mailto:presidenelect@jlhuntsville.com)

JUNIOR LEAGUE OF HUNTSVILLE  
2018-2019 COMMUNITY PARTNERSHIP GRANT APPLICATION

Email completed proposal package to [presidentelect@jlhuntsville.com](mailto:presidentelect@jlhuntsville.com) or provide a hard copy through mail or hand delivery (if doing hand delivery, please confirm office hours—256-881-1080).

Mail or Hand Deliver to:  
Junior League of Huntsville  
115 Manning Drive, Suite B101  
Huntsville, AL 35801  
ATTN: President-Elect  
(256) 881-1080

**ALL APPLICATIONS FOR 2018-2019 GRANTS MUST BE RECEIVED BY  
5:00P.M. ON January 5, 2018**

PROGRAM PERIOD – July 1, 2018 – June 30, 2019

JUNIOR LEAGUE OF HUNTSVILLE  
2018-2019 COMMUNITY PARTNERSHIP GRANT APPLICATION

**SUMMARY PAGE – GENERAL AGENCY INFORMATION**

<b>Name of Agency</b>	
<b>Executive Director</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Year Organized</b>	
<b>Agency Federal I.D. Number</b>	
<b>Contact Person</b>	
<b>Title</b>	
<b>Contact E-mail</b>	
<b>Contact Address</b>	
<b>Contact Telephone</b>	
<b>Website Address</b>	
<b>Total Number of Volunteers Requested</b>	
<b>Total Amount of Funds Requested</b>	
<b>Program Start Date</b>	

**Signature of Executive Director and President of Board of Directors**  
**(Signatures are mandatory)**

\_\_\_\_\_  
 Signature

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date \_\_\_\_\_

\_\_\_\_\_  
 Signature

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date \_\_\_\_\_

JUNIOR LEAGUE OF HUNTSVILLE  
2018-2019 COMMUNITY PARTNERSHIP GRANT APPLICATION

**Please provide the following information. Additional information may be provided on a separate sheet. Brief answers are acceptable.**

**I. DESCRIPTION OF YOUR ORGANIZATION – 10 points**

- A. Purpose and mission. Please attach a copy of the agency's 501(c)(3) IRS authorization letter.
  
- B. How many full-time staff does your agency employ? \_\_\_\_\_  
Part-time: \_\_\_\_\_ Volunteers: \_\_\_\_\_
  
- C. Please enclose a copy of your most current financial statement, operating budget, and latest annual financial audit report. If your agency has never had a financial audit performed, please explain.

**II. DESCRIPTION OF SPECIFIC PROGRAM FOR WHICH FUNDING AND/OR VOLUNTEER SUPPORT IS BEING REQUESTED. 50 points**  
**(Please attach additional pages as necessary).**

- A. Are you seeking JLH funding only, volunteers only, or both?
  
- B. Please describe in detail the purpose of your program, including goals and objectives.
  
- C. Please describe the community needs being met and the people you serve through this program, including the number of people you anticipate will be served by this program annually.
  
- D. Please identify any other organizations/agencies which you will collaborate or cooperate with on this program.

JUNIOR LEAGUE OF HUNTSVILLE  
2018-2019 COMMUNITY PARTNERSHIP GRANT APPLICATION

**For those programs seeking Volunteer support from the JLH:**

- E. Please describe in detail the JLH volunteer’s duties. Please give specific examples of what a JLH volunteer might be doing during a typical time frame.
  
- F. Describe the skills needed by the JLH volunteer and describe the skills or training the volunteer will acquire through her placement and experience.
  
- G. Are there specific requirements for the volunteers that must be satisfied prior to working in the program (i.e., background checks, medical tests, pregnancy restrictions, etc.)? If so, how is this funded?

**III. FUNDING REQUEST AND FINANCIAL OVERVIEW 20 points**

- A. What is the total program budget?
  
- B. What is the amount of funding you are requesting from the JLH?
  
- C. Please specify how these funds will be used.
  
- D. Financial information:

**Program cost:**

<b>Specific amount requested from the Junior League of Huntsville</b>	\$
<b>Other Sources of Funding</b>	\$
<b>Total cost of program for which JLH funds are being sought</b>	\$

JUNIOR LEAGUE OF HUNTSVILLE  
2018-2019 COMMUNITY PARTNERSHIP GRANT APPLICATION

**IV. PARTNERSHIP COMMITMENT 20 POINTS**

A. Would your agency be willing to:

a. Sign a letter of understanding with JLH outlining the volunteer arrangements and expectations?  Yes  No

b. Provide a link to the JLH website on your agency's website?  Yes  No

c. Allow the JLH website to list you as an agency partner and link to your website?  Yes  No

d. Allow an opportunity for the JLH logo to be included in printed and on-line material relating to the project? Allow JLH to be recognized in any publicity related to the project?  Yes  No