



JUNIOR LEAGUE OF
WASHINGTON

MEMORANDUM

DATE: August 9, 2017

TO: Potential Applicants for Targeted Grants

FROM: Junior League of Washington

RE: Posting of the 2017 Letter of Intent to Apply to the Junior League of Washington Targeted Grants Program for the 2017-2018 Cycle

The Junior League of Washington (JLW) is pleased to announce the posting of the Letter of Intent (LOI) to apply for participation in the Targeted Grants cycle for the 2017-2018 fiscal year. Dates are subject to change, so check www.jlw.org for updates or email grantsandvolunteers@jlw.org.

We welcome proposal applications from organizations that focus on at least one aspect of literacy – interpreted to mean an individual’s ability to read, write, speak, compute and problem-solve to better function on the job and in society or develop one’s potential – in their project goals. JLW looks for innovative programs that work to improve the literacy and life skills of women, children, and/or families; meet defined objectives when evaluated against measurable outcomes; and have strong leadership. We look favorably upon organizations that are fiscally responsible and that have partnerships with the JLW and/or other organizations in the community. Additional weight will be given to those organizations that can provide one-time or ongoing volunteer opportunities for JLW members.

Preference for the Targeted Grants will be given to programs and projects that address one or more of the following adult and/or children’s literacy concerns:

- (1) Developing Science, Technology, Engineering, Arts and Math (STEAM) skills
- (2) Developing skills necessary to function on the job and in society, such as financial or digital literacy
- (3) Improving early childhood literacy through access to reading materials and resources in the home, classrooms, and libraries; and exposure to reading aloud (ages 0 – 5)

Grant amounts are still being finalized for the 2017-2018 cycle. Past awards have been in the \$20,000 - \$30,000 range, and we expect to award a similar amount this year. A Targeted Grant can be a single disbursement or distributed over three years, for the same amount of funding. Please indicate in your LOI if your organization would prefer to receive the funding as a lump sum to spend in a single year, or if you would prefer to receive it in installments over three years.

For your next steps, follow the instructions and timeline below.

Step 1: Submit a Letter of Intent (LOI) to Apply

Each grant applicant must submit a short LOI using the web form available [here](#). We must receive your completed LOI no later than **8 p.m. ET on September 7, 2017**.

Upon completion you will receive a notice confirming that your LOI was received. We will only accept LOIs submitted electronically. Late submissions will not be accepted.

Step 2: Invitation to Apply

JLW may invite you to apply for a Targeted Grant based on your LOI. If selected, JLW will notify you by **October 11, 2017**, of your invitation to apply.

Step 3: Complete Your Application

JLW will send a link to the application with your invitation to apply. You must submit your organization's application via the online web form. Applications are due **at 8 p.m. ET on November 3, 2017**. Late and/or incomplete submissions will not be accepted.

Step 4: Interview/Site Visit

Once JLW has reviewed your complete application, your organization may be selected as a finalist for the Targeted Grant. You will be notified by **December 13, 2017**, of your selection as a finalist. We will work with finalists to schedule a site visit at a mutually convenient date in December/January 2018. We will also hold a 45-minute, in-person interviews with senior members of each finalist organization on **January 13, 2018** [snow day: January 20, 2018].

Step 5: Selection

If selected as a 2017-2018 grant recipient, you will be notified no later than **May 1, 2018**.

Who to Contact for Assistance

For LOI and application questions, please contact grantsandvolunteers@jlw.org.