**2020-2021 Targeted Grants for Community Partners Application Narrative**

The Targeted Grants for Community Partners application for the 2020-2021 year must submitted no later than September 30, 2020 at 5 p.m. ET via the web form; the web form link can be found at: <https://www.jlw.org/grants>. Late or incomplete application will not be accepted.

At this time, only **current JLW Community Placement Partners** with signed agreements with the Junior League of Washington are eligible to apply.

Programs must be in alignment with JLW’s mission, specifically “improving communities through […] effective action”. The program should address a clear unmet need within the organization and/or the community, and demonstrate that grant dollars will have a significant financial impact on the program.

Additionally, funding must support a new, existing, or restructuring of a program that maximizes community impact and is directly tied to the mission of the organization. Lastly, funding should be directly tied to programs where JLW trained volunteers can provide new or expanded services.

**BACKGROUND INFORMATION:**

**\*\*All responses limited to 150 word count unless otherwise indicated**

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| --- | --- |
| **Legal Business Name:** *As shown on 501(c)(3) letter* | **Valid Employer Identification Number (EIN):** |
| **Website Address:**  **Program Location (City, State):** | **Name of Program for which you seek funding:** |

**Provide a brief description of your organization, including founding date, history and mission.**

**Include an updated budget showing expected line items for the $5K Targeted Grant for Community Partners. Be as specific as possible on what you will pay for or buy with these funds.**

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| --- | --- | --- |
| EXPENSES | AMOUNT | COSTS |
| EXAMPLE: CAREER READINESS PACKETS AND WORKBOOKS FOR 200 STUDENTS | 200 Packets | $2,000 |
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TOTAL: $5,000

**SECTION I: PROGRAM STRATEGY/CONTENT**

**Describe the program for which your organization would use JLW Targeted Grant for Community Partner funds. In your response, include how participants hear about your program, are selected to participate, and how the program aligns with your organization’s mission (250 WC).**

**Describe how the program is in alignment with JLW’s mission, specifically “improving communities through […] effective action” and what clear unmet need your organization is fulfilling in the community.**

**What innovative approach is the program taking to support participants and/or the community in a unique way that will lead to greater outcomes (250 WC).**

* **For *new programs*, include the strategic development behind the creation of the program (ie. how is your program different from similar programs with the same focus area).**
* **For an *existing or restructured program*, include any key changes to the already established program that will potentially lead to greater outcomes for participants (ie. what current components or added components makes your program unique and highly effective).**

**SECTION II: ORGANIZATION/PROGRAM LEADERSHIP**

**List key staff who will be directly tied to the program and briefly describe their role related to the implementation of the program.**

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| --- | --- | --- | --- |
| **STAFF MEMBER** | **TITLE** | **YEARS OF RELEVANT EXPERIENCE** | **DESCRIBE ROLE** |
| Sam Smith | Program Manager | 5 years in nonprofit events management | Responsible for participant recruitment and implementation of peer to peer mentoring sessions |
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**Describe your organization’s Board member composition. In your response, include the diversity of the Board, how they are identified and their role in ensuring overall organizational success; what tasks are they charged with annually and what level of engagement is required of them.**

**SECTION III: FISCAL MANAGEMENT**

**Annual Budget for the Organization:**       **Annual Budget for the Proposed Program:**

**What additional financial support does your organization have and/or plan to receive to sustain the program long-term? For restructured or existing programs, include previous funding sources for the program in your response.**

**Identify your organization’s top five funding sources (including fundraisers, government grants, corporate and individual donations, client fees, etc.) and amounts for your 2019 fiscal year.**

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| --- | --- |
| **FUNDING SOURCE** | **AMOUNT** |
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**Describe your organization’s overall fundraising strategy and greatest financial challenge.**

**SECTION IV: METRICS**

**For *new programs*, highlight any metric-based successes that speak to the impact of your organization on participants and/or the community. For an *restructured or existing program*, share 2019 metrics and benchmarks that speak to the impact of the established program on participants.**

**What are the projected outcomes of the program and what strategies are being employed to ensure these metrics are tracked and met?**

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| |  |  | | --- | --- | | **How many participants will the program serve annually?** |  | | **For a restructured or existing of a program, what percent increase do you expect to see in the number participants in 2021 as compared to 2019, if any?** |  | | **What is the projected annual cost of one participant?** |  |   **SECTION V: COLLABORATIONS/PARTNERSHIPS**  **As a current community partner, your organization has access to JLW trained volunteers. Describe how your organization currently utilizes JLW volunteers and how your organization plans to use our volunteers in a new and/or expanded capacity for the program?**    **List up to five partnerships that your organization has with other organizations in the Washington metropolitan area, and describe the nature of those collaborations.**   |  |  | | --- | --- | | PARTNERSHIP | NATURE OF THE PARTNERSHIP | | Junior League of Washington | Provides approx. 30 monthly volunteers for tutoring center | |  |  | |  |  | |  |  | |  |  | |  |  | |

**Is there anything else you would like to share with the Committee about your program and/or organization that has not been covered in another section of the application?**

**APPLICATION CHECKLIST**

To submit your application, complete all fields of the web form, the application narrative, and include the required appendices listed below. Applications must be submitted via the web form by **September 30 at 5 p.m. ET**. Late or incomplete applications will not be accepted. *Successful applicants will be notified within six weeks of the application period closing.*

Check each item on the list below to indicate that you have included the following appendices in your application before submitting your completed application via the web form. Please adhere to the naming convention before uploading each document individually.

A. Application Narrative and Checklist

* Saved as: “Organization Acronym or name.AN”— ex. JLW.AN

B. Letter from the Internal Revenue Service stating your organization is tax-exempt under Section 501(c)(3) of the Internal Revenue Code and is classified as “not a private foundation” under Section 509(a) of the same code

* Saved as: “Organization Acronym or name.501c3”— ex. JLW.501c3

C. Most recently filed Form 990

* Saved as: “Organization Acronym or name.990”— ex. JLW.990

D. Most recent audited financial statements and the management letter

* Saved as: “Organization Acronym or name.FS” — ex. JLW.FS

E. Current annual budget

* Saved as: “Organization Acronym or name.AB”— ex. JLW.AB

If any of the information on the checklist is not available for your organization, please explain below:

SIGNATURE OF EXECUTIVE DIRECTOR OR PRESIDENT OF THE BOARD:

\*\*The signature is mandatory. Applications without the proper signature will not be accepted. If you are unable to sign electronically, please print the application check list page only, sign & upload to the web form (saved as: “Organization Acronym or name.AC”— ex. JLW.AC).

SIGNATURE (Electronic) DATE

NAME

TITLE