



Dear Community Agency:

The Junior League of Phoenix, Incorporated (JLP) is pleased to provide you with information regarding our 2008-2009 Community Program application process. JLP's mission is to promote voluntarism, develop the potential of women, and improve the community through the effective action and leadership of trained volunteers, a mission we have been fulfilling for 73 years.

Our success in creating, launching, and strengthening programs is based on positive collaborations with our community partners. JLP can provide committed trained volunteers and funding to help a program move forward successfully while offering our members the opportunity to impact the community and improve their leadership skills.

Since the initiation last year of our focused impact area of Early Childhood Education, we have identified the critical needs that we believe JLP can effectively address in partnership with other local community agencies. The majority of our new programs, which will begin in May 2009, will address these challenges. Programs are generally approved for a 3-year period but may be extended.

I encourage you to submit a program application. Together, our organizations can make great strides in preparing children for kindergarten and beyond! Please see Section A of the packet for specific issues we hope to tackle.

This packet includes:

- Section A: JLP Focused Impact description
- Section B: Community Program Guidelines
- Section C: Community Program Application Process Timeline
- Section D: Community Program Application
- Section E: Funding Request (if applicable) and Program Budget Worksheet

The deadline for the completed application submission is 4 p.m., Wednesday, September 10, 2008.

Thank you for your interest in partnering with JLP. We look forward to hearing from you in the near future. Should you have any questions regarding this information, please contact The Junior League of Phoenix Headquarters at 602.234.3388 or Community Collaborations Chair, Laurie Buczek, at collaborations@jlp.org. You can find more information about The Junior League of Phoenix, our current plus past programs at jlp.org or our blog at jlphoenix.typepad.com

Sincerely,
Victoria Whitmore
Community Vice President

SECTION A

The Junior League of Phoenix Focused Impact

The Junior League of Phoenix' community impact efforts are being focused on Early Childhood Education (specifically ages 0-6)

What we do:

We are preparing children to successfully enter kindergarten

How:

- Improving the *quality* of early education programs
- Addressing *family* literacy

We are looking for programming partners to:

- Increase the use of curriculum based programming in early education centers
- Increase teacher/center director skills & resources
- Increase public awareness of what children need to be ready for kindergarten
- Increase parental involvement in educational opportunities
- Improve the quantity and quality of reading with parents at home

The Challenges facing children ages 0-6 in Arizona:

- Arizona ranks 36th in overall child well being (source: 2007 Kids Count Data Book, The Annie E. Casey Foundation)
- Arizona has the highest rate of uninsured children who receive no health care during the year (source: Robert Wood Johnson Foundation)
- Kindergarten teachers in Arizona report that 48% of all children entering school do not have essential skills to succeed (Source: Children's Action Alliance)
- The first three years are the most important in a child's development (source: Robert Wood Johnson Foundation)
- For every \$1 invested in early education, Arizona taxpayers save \$6-\$7 of future cost burden

For information on current and past programs of The Junior League of Phoenix, please visit <http://www.jlp.org/ourprograms/programs.shtml>.

SECTION B

Community Program Guidelines

In order for The Junior League of Phoenix to consider the application, the following criteria must be met:

- The program must be administered by an Arizona tax exempt organization benefiting the residents of the metropolitan Phoenix area.
- Verification of tax-exempt status must be provided with the application.
- The Junior League of Phoenix is striving to bring specific capabilities and services to the community that make a focused impact. Eighty percent or more of our resources are dedicated to the issue of Early Childhood Education. Please see Section A for more information. If your proposal is outside our priority area, appropriate consideration will still be given.
- The program must make volunteer opportunities available for at least eight (8) JLP members per JLP year (May 1 – April 30) and should ideally include primarily evening and weekend volunteer hours to accommodate the schedules of JLP members.
- Volunteer duties should not involve fundraising for your organization.
- The requested funding must be used for a purpose related to the volunteer component. JLP does not support administrative or operational costs of agencies.
- Programs will not be considered if a member of the applicant's Board of Directors or paid staff currently serves on JLP Collaborations Committee.

Other considerations

- We are accepting applications from organizations proposing both "volunteer only" and volunteer plus financial enhancement programs.
- Organizations may submit more than one application for consideration but may only receive support for one program in a JLP year.
- Programs currently receiving funding do not have priority in the selection process. Programs may be funded in excess of three years when appropriate.

Accountability

Organizations chosen to receive JLP support must:

- Complete a Memorandum of Understanding regarding participation in this program with JLP.
- Purchase and maintain in force, for the duration of JLP support, an umbrella liability insurance policy, payable in a minimum amount of \$2,000,000, naming JLP as an additional insured. This must be in place at the start of JLP year.
- Submit quarterly progress reports as requested by JLP (format will be provided) and meet mutually agreed to quarterly milestones.
- Allow JLP members to make on-site visits to ascertain program progress.
- Should your organization apply for a multi-year program, JLP will require that a program evaluation take place prior to commencement of subsequent years to make certain that the program is meeting its goals and accomplishing its objectives.

SECTION C
Community Program Application Process Timeline

Timeline	Community Program Application Activities/Events
May 2008	The Junior League of Phoenix Administrative Year begins
August 2008	Applications sent to community agencies and is made available online at www.jlp.org
September 2008	Application Deadline: 9/10/2008 Applications reviewed and scored. Applicants may be contacted with preliminary questions.
October 2008	Site visits conducted for top scoring proposals. Applicants may be contacted with follow-up questions/clarifications.
November 2008	Review/decision process continues.
December 2008	Proposed new community programs presented to JLP Board of Directors. If approved, decision will move forward to entire membership at March 2009 voting meeting.
February 2009	A program representative from each recommended program will give a presentation at the February 4, 2009 JLP General Membership Meeting.
March 2009	Final approval for new programs presented for a vote at the March 4, 2009 JLP General Membership Meeting. Approved programs will be contacted with results.
May 2009	New Community Programs begin

SECTION D
JLP Community Program Application
2008-2009

Please check which one applies:

Program within JLP focused impact

Program outside JLP focused impact

Name of the Program: _____

Years JLP Support Requested: _____

Year One: Number of Volunteers Requested _____

Year Two (if applicable): Number of Volunteers Requested _____

Year Three (if applicable): Number of Volunteers Requested _____

Year Four + (if applicable) Number of Volunteers Requested _____

Financial support requested? (If requesting funding, please complete Section E and the Program Budget Worksheet(s)) ____yes ____no (volunteers only)

Name of Organization: _____

Contact Person: _____

Title: _____

Mailing Address: _____

City/Zip: _____

Phone: _____

FAX: _____

Email address: _____

Website address: _____

Program Location(s) [if different from mailing address]

Please address each of the following questions and requests for information:

Summary Description of Program

1. What is the mission of your organization?
2. Briefly describe your proposed program, including the target population.
3. Describe how the program meets the needs of the community and addresses our focused impact.
4. Please indicate your current AS IS impact and the WILL BE upon a partnership with The Junior League of Phoenix (For Example: Currently servicing 40% of target population but will be able to reach 75% in two years with League partnership)

Program Timeline

5. Please create a timeline that describes the anticipated dates of operation of this program. Include start and completion dates and major milestone dates throughout the program term. If this request is for more than one year, please detail the reasons for multi-year JLP support.

Volunteer Job Description

6. Please provide detailed job descriptions for the volunteers requested.
7. Describe how JLP volunteers will help make this a successful program,
8. What is the time commitment needed from JLP volunteers estimate the time and days of volunteer service needed.
9. Describe any training which will be provided/required.

Program Goals

10. Please list the program's measurable goals, impact and objectives.

Public Relations

11. Describe any promotional activities, events, materials, etc. in regards to the Junior League of Phoenix's support that will take place in conjunction with this program.

Program Continuation

12. Describe how your organization will continue the program after JLP commitment is completed. Please detail your transition plan and prospect for future resources upon completion of support from JLP.

Organizational Finances

13. Attach a copy of the IRS verification of your organization's 501(c)(3) tax-exempt status.
14. Please provide a list of other agencies providing resources/funding for this program. Include amount of funding, period of funding and special restrictions on the use of funds.
15. Attach a copy of your most recent year-end financial statement.
16. Attach a current organizational budget.

Program Oversight

17. Provide a list of individuals (names, background, experience, responsibilities) who will be administering or managing this program.
18. Provide your current Board of Directors roster, with names and their organizational affiliations.

- ✓ If requesting funding, please continue on to complete Section E and the Program Budget Worksheet.
-
-

SUBMISSION INSTRUCTIONS:

Deadline: Completed applications must be received by Wednesday, September 10, 2008 at 4 p.m. Please also note that we cannot consider an application until it is complete, and that late applications will NOT be considered

Submit:

- ✓ one (1) electronic copy to **collaborations@jlp.org**
- ✓ two (2) hard copies of the completed application and attachments
- ✓ Proof of tax exempt status
- ✓ If requesting funding, include Section E and the program budget worksheet(s).
- ✓ A cover letter signed by the organization's Executive Director/CEO

Mail or deliver to:

The Junior League of Phoenix, Incorporated
Attn: Community Collaborations
2505 North Central Avenue
Phoenix, Arizona 85004

SECTION E Funding Request

Please complete the following **only** if you are requesting funding to enhance the proposed volunteer program.

Please note, the Junior League of Phoenix does not support administrative or operational costs of agencies. Allowable funding is limited to direct support of the JLP volunteer component.

Funding Requested: Please complete the following:

Name of the Program: _____

Budget Contact Person: _____

Title: _____

Phone: _____

Email address: _____

Years JLP Support Requested: _____

Year One: Funding Requested _____

Year Two (if applicable): Funding Requested _____

Year Three (if applicable): Funding Requested _____

Year Four + (if applicable) Funding Requested _____

SECTION E continued
Program Budget Worksheet

Complete the budget worksheet, detailing all requested items, listing other funds available for the item, and justifying the expense as related to the JLP volunteer program. If this is a multi-year request, complete a separate budget worksheet for each budget year, if the funding request changes in subsequent years.

Budget period: May 1, 2009 - April 30, 2010

Budget Category (edit as needed)	Item Description	JLP Requested Funds	Other Funds dedicated to this program	Justification for funds requested
Supplies				
Travel				
Insurance				
Other				
TOTAL				