



Dear Community Organization:

The Junior League of Phoenix, Incorporated (JLP) is pleased to provide you with information regarding our Community Program application process. The 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 more than 85 years.

Our success in creating, launching, and strengthening programs is based on positive collaborations with our community partners. The 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.

Effective with the start of the 2023-2024 administrative year, JLP will have a focused impact area of Empowering Women and Girls to be academically and financially successful. We believe the JLP can effectively address this critical need in partnership with other local community agencies. The JLP has been and will continue to commit 80% of our resources to this focus area while striving to make significant impact in this issue area. Programs are generally approved for a 3-year period but may be extended. We will commit to selecting one program specific partnership under \$15,000 in yearly scope and will consider (but may not select) one large-scale project up to \$150,000 in scope. Additionally, the JLP committee assigned to your organization will be responsible for distributing funds, purchasing supplies, etc., on an as requested or pre-planned basis.

We encourage you to submit a program application. Together, our organizations can make great strides in empowering women and girls in the greater Phoenix community! Please see Section A of the packet for specific issues we are tackling.

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
- Section F: Volunteer Opportunity Worksheet and Description

The deadline for the completed application submission is 5:00 p.m., Friday, October 21, 2022. To download an electronic version of this application, please visit www.jlp.org (located under "Community Impact").

Should you have any questions regarding this information, please contact the Junior League Headquarters at (602) 234-3388 or Jessica Hosain and Kristen Leonard, chairs of Community Research and Development, at communityresearch@jlp.org. You can find more information about the Junior League of Phoenix, plus our current and past programs at www.jlp.org (under "About the JLP").

Sincerely,

Jessica Hosain and Kristen Leonard
Community Research and Development Chairs

8/10/2022

SECTION A

The Junior League of Phoenix's Focus Area

The Junior League of Phoenix's community impact efforts focus on Empowering Women and Girls to be academically and financially successful.

ISSUE AREA:

After conducting research, JLP determined the best avenue for JLP to make a long-lasting impact was by preparing women and girls for and supporting them through significant life changes. Women still face considerable pay gaps compounded by other discriminatory factors. Helping set women up for success by giving them educational support, assisting them in accessing services, and providing financial training will improve their marketability and confidence and help decrease this pay gap.

FOCUS AREA:

JLP identified the need for girls and women to receive support and guidance during significant life changes. Phoenix is the 5th largest city in the country and JLP has been committed to developing the potential of women for 85+ years. Women have only been able to open credit cards independently since 1974. Financial independence and education have been historically lacking for women and girls. By focusing on making women and girls in the Phoenix community financially successful and powerful, we will be able to help reduce gender disparities. Women who are financially powerful will become leaders in our society and JLP wants to do its part to make them the strongest leaders possible.

STRATEGY:

Strategy 1: *Improve financial stability.*

It is our intended goal to set-up women and girls to be financially powerful in their communities. Improving financial stability will lead to security. Our goal is to teach women and girls the skills needed to be financially stable and what true financial stability means, along with skills to overcome the barriers many girls and women in our community face.

Strategy 2: *Improve job prospects.*

It is our intended goal to improve job prospects for women and girls in our community. We can help prepare them for interviews, increase their skills and help them become strong self-advocates through negotiation skills.

Strategy 3: *Setting up women and girls for academic success.*

It is our intended goal to set-up women and girls for academic success. Early intervention helps keep women and girls on a path toward financial power and stability. Utilizing our existing programs like ROCKETS to encourage STEM knowledge and partnering with organizations will help us address the importance of education and what disparities in education can do to decrease financial knowledge and power.

All of our intended strategies require member involvement, meaningful collaboration with community organizations and community engagement.

We are looking for programming partners to:

- Increase public awareness of Empowering Women and Girls to be academically and financially successful

For information on current and past programs of The Junior League of Phoenix, please visit www.jlp.org.

SECTION B

Community Program Guidelines

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 empowering women and girls in the greater Phoenix community. Please see Section A for more information. If your proposal is outside our priority area, appropriate consideration will still be given.
- The program planning/implementation needs to occur during our JLP administrative year (June 1 – May 31). Volunteer opportunities should be available for a committee of JLP members (to include planning duties, etc.) and for our general members of at least 100 hours per year with a minimum of two (2) hours and a maximum of four (4) hours per shift. Shifts should be primarily evening and weekend volunteer hours to assist in accommodating the schedules of JLP members. Please note: Most of our volunteer opportunities begin after September and end in May.
- Volunteer duties should not involve fundraising for your organization.
- The requested funding must be used for a purpose related to the volunteer component. The 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 the JLP Community Research & Development Committee.

Other considerations

- 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 the 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 the JLP as an additional insured. This must be in place at the start of the JLP year.
- Submit quarterly progress reports (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, the JLP will require that a program evaluation take place prior to commencement of subsequent years to ensure that the program is meeting its goals and objectives.

SECTION C
Community Program Application Process Timeline

Timeline	Community Program Application Activities/Events
June 2022	Junior League of Phoenix Administrative Year begins
August 2022	Applications sent to community agencies and are made available online at www.jlp.org
October 2022	Application Deadline: 10/21/2022 5:00 p.m.
October- November 2022	Applications reviewed and scored. Applicants may be contacted with preliminary questions.
November- December 2022	Possible site visits conducted for top scoring proposals. Applicants may be contacted with follow-up questions/clarifications.
January 2023	Proposed new community programs presented to JLP Board of Directors. If approved, decision will move forward to entire membership at March 2023 voting meeting.
February 2023	A program representative from each recommended program may give a presentation at Community Night February 1st.
March 2023	Final approval for new programs presented for a vote at the March 1, 2023 JLP General Membership Meeting. Applicant will be contacted with results.
March-May 2023	Memorandum of Understanding will be drafted and signed by both parties. Recipients to attend our Spring Fundraiser to welcome our new focus area and to introduce our new community partner programs.
June 2023	New Community Program(s) begin

SECTION D
JLP Community Program Application

Please check which one applies:

Program within JLP-focused impact

Program outside JLP-focused impact

Name of the Program: _____

Level of Support Requested (check one):

Program Support

_____ \$10,000 or less per year

_____ \$10,001-\$15,000 per year

Years of JLP Support Requested: _____

Large Scale Project

_____ Up to \$150,000 (over 5 years)

Are you a Qualifying Charitable Organization eligible for the Arizona Tax Credit Program? Yes No

Name of Organization: _____

Contact Person: _____

Title: _____

Mailing Address: _____

City/Zip: _____

Phone: _____

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. Please explain how your program aligns with the strategies outlined in Section A and meets the needs of the community.
4. Please indicate your current AS IS impact and the WILL BE impact 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 JLP partnership)
5. How will the Junior League of Phoenix committee members be involved in the planning and implementation of your program?

Program Timeline

6. 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.

Program Goals

7. Please list the program's measurable goals, impact and objectives. Please indicate how these will be assessed.

Public Relations

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

Program Continuation

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

Organizational Finances

10. Attach a copy of the IRS verification of your organization's 501(c)(3) tax-exempt status.
11. 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.
12. Attach a copy of your most recent year-end financial statement.
13. Attach a current organizational budget.

Program Oversight

14. Provide a list of individuals (names, background, experience, responsibilities) who will be administering or managing this program.
15. Provide your current Board of Directors roster, with names and their organizational affiliations.
16. Please indicate the willingness or interest of your Board to accommodate a Junior League Member serving on your Board for the duration of the partnership.

Volunteer Opportunities

17. Please provide descriptions of volunteer work for the volunteers requested.
18. Describe how the JLP volunteers will help make this a successful program.
19. Describe any training that will be provided/required. Also, please describe other volunteer requirements, such as background checks, fingerprinting, etc. If not paid for by organization, any incurred cost for this must be reflected in the proposed budget.

SECTION E
Funding Request

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 of 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 _____

Program/Project 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 and the funding request changes in subsequent years, complete a separate budget worksheet for each budget year.

Budget period: June 1 – May 31

Budget Category (edit as needed)	Item Description	JLP Requested Funds	Other Funds dedicated to this program	Justification for funds requested
Program Expenses				
Logistics				
Supplies				
Other (ex: Fingerprint/Background Check)				
TOTAL				

SECTION F Volunteer Worksheet

- Volunteer opportunities should be available for a committee of JLP members (to include planning duties, etc.) and for our general members of at least 100 hours per year with a minimum of two (2) hours and a maximum of four (4) hours per shift. Shifts need to be primarily evening and weekend volunteer hours to accommodate the schedules of JLP members. Please note: Most of our volunteer opportunities begin after September and end in May.

Complete the volunteer worksheet, detailing all requested volunteers.

Event and/ or Date	Number of Volunteers	Hours per volunteer	Hours Total	Description of Event	Description of Duties
Committee					
Member Shift 1					
Member Shift 2					

Member Shift 3

Member Shift 4

Total

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SUBMISSION INSTRUCTIONS:

Deadline: Completed applications must be received by Friday, October 21, 2022 at 5:00 p.m. Please also note that we cannot consider an application until it is complete, and that late applications will NOT be considered.

To download an electronic version of this application, please visit www.jlp.org (located under "Community Impact").

Submit:

- ✓ Complete application
- ✓ Proof of tax-exempt status
- ✓ A cover letter signed by the organization's Executive Director/CEO

Submit electronically to:

communityresearch@jlp.org (preferred method)

Mail or deliver to:

Junior League of Phoenix
Attn: Community Research and Development
2505 North Central Avenue
Phoenix, Arizona 85004