



JUNIOR LEAGUE OF
CLEVELAND

**COMMUNITY RESEARCH AND DEVELOPMENT
2023 Request for Proposal Application**

Thank you for your interest in becoming a Community Partner with The Junior League of Cleveland beginning in 2024.

JLC Mission: The Junior League of Cleveland (JLC) is an organization of women whose mission is to advance women’s leadership for meaningful community impact through volunteer action, collaboration, and training.

JLC Vision: The Junior League: Women Around the World as Catalysts for Lasting Community Change.

JLC Request: A nonprofit community agency in Cuyahoga County (Greater Cleveland Area), in the Public Health space with which the Junior League of Cleveland can collaborate and dedicate resources.

Note: Please complete this form. Paper applications will not be accepted.

I. Summary of Request

1. Agency Name: _____

2. Agency Application Contact Information:

Name: _____

Phone Number: _____

Email: _____

3. Mission Statement:

4. Vision Statement:

5. Please confirm that as part of receiving funding and/or volunteer support from JLC, your agency agrees to have a JLC member as a non-voting Member-at-Large on your Board or governing body.

Yes: _____

No: _____

6. Total number of volunteers requested: _____

7. Total amount of funds requested (up to \$5,000 can be requested): _____



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8. In what specific volunteer activities will JLC members participate? Please provide activity details below:

<u>Activity description</u> (i.e., Job readiness skills for young girls)	<u>Frequency of activity</u> (i.e., monthly)	<u>Length of time of activity</u> (i.e., 2 hours)	<u>Number of volunteers</u> (i.e., 4)

9. If awarded, how will your agency use the JLC funds? Please give a brief explanation.

II. History

10. Has a request for JLC volunteers or funding been submitted within the past three years? (This includes Provisional Projects, Community Assistance Fund, Community Service Fund, Transfer Projects, and any other funding).

Yes: _____
No: _____

11. If yes, what is the cumulative amount of JLC funding given to your agency?

2022: _____
2021: _____
2020: _____

III. Needs Assessment

12. What specific community needs will this volunteer project address?

13. How does this funding and/or volunteer request address or support these needs?

14. What other community agencies or groups provide the same or similar services or are attempting to solve the same community problem?



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15. Are your agency's services provided at a cost to the community? If so, please outline the specific services and their associated costs.

IV. Details of Volunteer Request/Agency Brochure Page

16. Please list the physical address(es)/location(s) of the volunteer project(s).

17. Describe the job titles, duties, and number of volunteers needed for each volunteer position: (include name of volunteer position, short description of position duties and skills needed, and the hours and number of days required).

Position #1:

Position #2:

Position #3:

Position #4:

Position #5:

18. If volunteer positions require a background check, what is the cost? Is this cost covered by the agency or the volunteer? If you do not require background checks, please answer "n/a."

19. Is there an orientation or advanced training required for volunteers? If yes, please explain (e.g., offered on 3rd Friday of the month in-person, two hours offered online quarterly).

20. Are there any other requirements or restrictions related to this project? If yes, please explain.



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21. Training: List key skills that a JLC volunteer would learn through orientation or during volunteer work.

22. Could bilingual/multilingual volunteers be utilized for this project? If yes, please provide additional details.

23. Will this project propose risks to the health or personal safety of JLC volunteers?

Yes: _____

No: _____

If yes, please provide additional details.

24. Will the volunteers need to take health precautions? (vaccinations, medical tests, etc.)

Yes: _____

No: _____

If yes, please indicate which vaccinations and/or tests are required and how they are paid (i.e., volunteer, agency, or other funding).

V. Agency Volunteer Component

25. Agency staff/volunteer member responsible for supervising JLC volunteers.

Name: _____

Title: _____

Email Address: _____

Phone Number: _____

26. Total number of current non-JLC community volunteers for agency. _____

Please indicate the source of these volunteers and what percentage of the volunteers come from each source (i.e., community volunteers, corporations, etc.).



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VI. Current and Future Funding

27. Is the program for which your agency is requesting funds currently funded?

Yes: _____

No: _____

If yes, how? Please provide the ratio (%) of the following sources:

Individuals: _____

Corporations: _____

Foundations: _____

Governmental: _____

Endowment: _____

28. Are you seeking funding for this project from other sources? If so, please list other potential sources and the amount.

29. Please provide the ratio (%) of all agency funding sources, not just for the program for which you are seeking funding. Please provide ratio (%) of the following sources:

Individuals: _____

Corporations: _____

Foundations: _____

Governmental: _____

Endowment: _____

VIII. Budget

30. Total JLC funds requested for this project: _____

31. Please list below (in order of importance) the line-item budget for the JLC funds requested. (i.e., partial salary for Executive Director - \$10,000).

IX. Litigation

32. Please describe any pending litigation or administrative procedures against the agency (If not applicable, put N/A).



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X. Diversity and Inclusion

The Junior League of Cleveland’s commitment to diversity and inclusion is reflected in our policies and we strive to support partners who share this commitment. Please describe your agency’s diversity and inclusion efforts below.

33. Please state the gender identity of your organization’s governing Board (in percentages).

- Female: _____
- Male: _____
- Non-binary: _____
- Prefer not to answer: _____

34. Please state the ethnicity of your organization’s governing Board (in percentages).

- African American: _____
- Asian: _____
- Caucasian: _____
- Hispanic: _____
- Native American: _____
- Multi-Ethnic: _____
- Prefer not to answer: _____

35. In what other areas or ways does your organization (e.g., governing Board, leadership, auxiliary, staff, policies, programs) represent the clients and community served? Please describe and include statistics as appropriate.

36. Indicate what steps your agency has taken to advance its commitment to diversity and inclusion:

- _____ Agency has established policies and practices supporting diversity and inclusion (i.e., volunteer policy, vendor policy, hiring policy, Board governance, etc.)
- _____ Agency performs an organizational evaluation of diversity and inclusion to hold itself accountable.
- _____ Agency conducts cultural competency and diversity training for staff, volunteers, and Board.
- _____ Other: _____

XI. Community Impact Report

Clients Served

37. How many unduplicated clients did your agency serve in total last year (not limited to JLC projects)? _____

38. Of the total clients, how many reside in Cuyahoga County? _____



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39. Please state the age(s) of the clients served by your agency (in percentages).

- Birth – 2 years: _____
- 3 – 4 years: _____
- 5 – 12 years: _____
- 13 – 18 years: _____
- 19 – 54 years: _____
- 55+ years: _____

40. Please state the gender identity of the clients served by your agency (in percentages).

- Female: _____
- Male: _____
- Non-binary: _____
- Prefer not to answer: _____

41. Please state the ethnicity of the clients served by your agency (in percentages).

- African American: _____
- Asian: _____
- Caucasian: _____
- Hispanic: _____
- Multi-Ethnic: _____
- Native American: _____
- Prefer not to answer: _____

42. What percentage of the clients served by your agency are low income?
Please substantiate using **one** of the following:

- _____ Live in poverty (as defined by Federal guidelines)
- _____ Qualify for free or reduced lunch.
- _____ Receive services from Medicaid, Children’s Health Insurance Program
- _____ Receive WIC, SNAP, TANF

43. Approximately how many of your total clients will be served by this JLC request? _____

44. What geographical areas will be served by this request (please include zip codes)?

45. Please provide any additional details regarding your agency’s clients that are important to consider in evaluating your application.



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Programming

46. If your agency is applying to use JLC volunteers or funds to support programming in 2024, please describe the metrics by which the new program will be assessed. What will success look like?

XII. Additional Documents to be Uploaded:

Pursuant to Junior League of Cleveland Community Research and Development Financial Policies, the following additional documents are required to process the application:

- Letter certifying 501(c)(3) status.
- List of current Officers and Board of Directors (please provide a staff organization chart)
- Certificate of insurance evidencing general liability currently in effect as of the date of this application. (If approved, agency will be required to name JLC as additional insured by January 1, 2024).
- Audited financial statements for the agency's three prior years. Please provide a copy of the entire audit including opinion letter, statements, and footnotes. If audited financial statements are not available, please submit an operating statement and balance sheet for the prior three years with an explanation of why audited financial statements are not available. (Exception: If the agency is currently part of the JLC Community Program, having previously submitted audited financial statements and passed Financial Review, a financial statement for the most current year only will be sufficient). If audited financials are not provided, please upload a document stating when they will be available.
- Prior year actual revenues and expenses (audited results, if available) compared to prior year budget.
- Current year budget.
- If there are any special/particular financial circumstances you wish to have considered, please attach a statement explaining such circumstances.
- ****If selected as a finalist, you may be required to submit a short video or in person presentation. ****

Is there anything else that you would like us to know about your agency?



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Criteria for Grant Eligibility - Junior League of Cleveland

The Junior League of Cleveland 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. Grants are available to nonprofit agencies in Cuyahoga County that meet the following established criteria:

1. Nonprofit Status

- Applicant organizations must maintain tax-exempt nonprofit status as approved by the Internal Revenue Service.

2. Application Process

- Applications must be submitted using the JLC electronic form provided. ● All required documents, including an estimated budget, must be submitted by the specified deadline.

3. Alignment with Public Health

- Projects must align with the JLC community impact topic of public health.
- Clearly outline how the JLC can contribute to your organization's mission.

4. Target Population and Impact

- Identify the target population for the project's impact.
- Clearly define the expected impact on the identified population.

5. Funding Usage

- Grant funds cannot be allocated for operational costs.

6. Volunteer Opportunities

- Agencies requesting JLC funding must:
 - Identify impactful volunteer opportunities for Junior League members.
 - Have the capacity to provide evening and weekend volunteer opportunities.

7. JLC Representation

- Agencies receiving funding and/or volunteer support are required to have a JLC member as a non-voting Member-at-Large on their Board or governing body.

8. Reporting and Transparency

- Organizations must commit to regular communication and standardized reporting to the JLC on the progress and outcomes of collaboration initiatives.
- Maintain a high level of transparency in organizational operations.

9. Marketing and Publicity

- Organizations must provide marketing and publicity opportunities for the JLC.

10. Inclusivity and Values

- The JLC values the contributions of all our members, whose backgrounds and perspectives are diverse and wide-ranging. Accessibility is required for any JLC members who may have mobility, visual, or hearing differences."

11. Finalist Requirements

- Finalists may be required to submit a video or make an in-person presentation discussing how their values align with JLC's missions. Video submissions will be solely judged on content.

12. Project Promotion

- The funded project/organization must provide marketing and publicity opportunities for the JLC.