

February 2010

Dear Community Agency:

The Junior League of Dallas (“JLD”) invites you to submit an application for the 2011-2012 JLD Community Program. The Community Project Application which allows requests for our trained volunteers (and funding, if applicable), is currently available on our website (www.jld.net). Community Project Applications must be received by Friday, April 30 at noon.

The following guidelines must be met when completing the Community Project Application. Any request that does not comply will not be considered.

- **The deadline for accepting completed JLD Community Project Applications is April 30, 2010 at 12 p.m. NO EXCEPTIONS WILL BE MADE!**
- Three copies of the completed application and supporting documents must be submitted. Community Project Applications are available on our website (www.jld.net), on disk, via e-mail or regular mail. Please call Jana Shackleton at JLD Headquarters, 214-357-8822, ext. 123, if you would like to pick up a copy of the application on disk, have it e-mailed, or need a hard copy mailed to you.
- **All questions must be answered in the space provided.**
Addenda or additional pages are not permitted.
- Facsimile copies are not accepted.
- Please, no binding, folding or stapling of the Community Project Application.

To help agencies craft the most relevant application, the Research & Development Committee will hold an Application Workshop on **Tuesday, March 9, 2010**, at JLD Headquarters, 8003 Inwood Road, from 1:00 – 3:30 p.m. Attendance is optional. However, key information on the R&D application review process, JLD member profiles/volunteer opportunity preferences, JLD mission and issue areas and other JLD volunteer/funding opportunities will be presented. JLD members will be available to answer your questions and to share information about additional opportunities for JLD community service. Please respond to Jana Shackleton, 214-357-8822, ext. 123 if you would like to attend.

We look forward to receiving your application and encourage you to call us if you have any questions pertaining to the JLD, the R&D process or the Community Project Application. Thank you for your interest in the Junior League of Dallas and for your work in our community!

Sincerely,

Leigh Anne Haugh
2010-2011 President

Wendy Messmann
2010-2011 Research & Development Chair

Criteria

All projects adopted into the JLD Community Program must meet the following criteria:

- Agencies must have a 501(c)(3) tax designation or the legal equivalent thereof or be in the advanced ruling period for obtaining this designation.
- Agencies requesting funding must provide an opportunity for voluntarism that will allow for a minimum of 60 volunteer hours per Junior League volunteer for a minimum of ten volunteers.
- Agencies must provide an *ex officio* (non-voting) seat for a JLD representative on the agency's Board of Directors or the equivalent governing body.
- Agencies must not involve JLD volunteers in soliciting funds or fundraising, medical research, political and/or religious activities.
- The project must further the mission of the JLD, which is:

The Junior League of Dallas is an organization of women committed to promoting voluntarism, developing the potential of women and improving the community through the effective action and leadership of trained volunteers.

Application Process

The request process, from application to acceptance of approved projects into the JLD Community Program, takes about one year. The following calendar will provide a general idea of what to expect during the Research & Development (R&D) process.

May 2010 – Process of reviewing applications begins. Agencies submitting requests that do not meet JLD criteria are notified of their ineligibility by mid-June.

June/July 2010 – Members of the R&D Committee visit the agency or project. The committee reviews all project applications in detail.

July/August 2010 - The R&D Committee narrows the number of requests under consideration. Agencies submitting requests that are eliminated are informed.

November 2010 – The R&D Committee recommends projects to include in the Community Program. Agencies submitting requests that are eliminated are informed.

December 2010 – The R&D Committee recommends to the JLD Leadership Council projects to include in the Community Program.

January 2011 – The proposed JLD 2011-2012 Community Program is presented to the JLD membership for vote. Applicants are informed of their status after the vote.

March 2011 - JLD members register for placements. Agencies with projects failing to meet a minimum volunteer sign-up are informed of their elimination. All other applicants receive contracts.

June 2011 - Approved projects are eligible to receive funding and volunteers beginning June 1, 2011.