



2018 Community Project Application Guide

Thank you for your interest in applying to be a Community Project with The Junior League of Austin. We appreciate your work within the community and hope that our volunteers and funds can help with your efforts.

To ensure successful submission of an application, please make note of the following:

- An asterisk in the application denotes a required question.
- Should you choose to save your application and resume later, a new link will be generated **each** time you save. Be sure to make note of the **most recent** link.
- All templates and other additional information can be found at:
<https://www.jlaustin.org/community/request-volunteers/apply-to-be-a-project/>.
- If you have any questions, please do not hesitate to contact Marie-Lynn Dunn, Community Liaison, at communityliaison@jlaustin.org.

A completed application is due by 5 p.m. CST on
Wednesday, August 29.

I. Non-Profit Information & Mission

In section I, you'll provide basic contact and historical information for your organization. In addition to basic personnel and address information, we'll also be asking about your Board of Directors, mission, and community impact.

- Non-Profit Name, Address, Phone, Fax, Website, Hours
- Executive Director Name, Email
- Primary Point of Contact Name & Email, If Different
- Year Founded
- Current Board of Directors and their affiliations
- Primary Area of Impact
- Non-Profit Mission
- Community Impact, including clients and beneficiaries, and how they make use of your services
- Reach of impact in terms of number of clients served
- Volunteers participating annually

II. Financial Information

For your application to be considered, you will need to upload a number of financial items through the application, which will be done in Section II of the application. Additional documentation will also be required if you intend to apply for project funding. Please note that a non-profit organization is eligible for funding for a maximum of three consecutive years. As they are required, templates may be found at <https://www.jlaustin.org/community/request-volunteers/apply-to-be-a-project/>.

General Non-Profit Financial Information

- Financial Information Cover Letter
- Letter of IRS Determination of Tax-Exempt Status 501(c)3
- Current IRS 990 (Parts I-IV)
- Latest Audit and Management Letter
- Budget to Actual for Previous and Current Fiscal Year End
- Most Recent Project Balance Sheet
- Top 10 Non-Governmental Funding Sources

Project Financial Information

If you are seeking funding for your project, you will be asked to submit a total dollar amount, funding priorities, and a budget request document (template can be found online) in addition to the documentation requested above.

III. Working with The Junior League of Austin

In Section III, you'll be asked for background on how The Junior League of Austin, it's members and your organization have interacted and collaborated in the past. We will ask if and when you have previously applied or successfully been a Community Project and whether any of our members have affiliations with your organization. This is also your opportunity to explain how The Junior League of Austin volunteers would improve or expand your services.

IV. Volunteer Placement Information

In Section IV, you will elaborate more specifically on your volunteer needs for the application years. The Junior League of Austin volunteers are each required to complete a minimum of 50 hours (i.e., 25 two-hour shifts) as part of their placement at your agency. We refer to these volunteer roles as "placements" as we are placing our members at your agency for the League year.

As a part of this application, you can submit up to ten placement descriptions. If you have more than ten, please contact Marie-Lynn Dunn, Community Liaison, at communityliaison@jlaustin.org.

For each placement, you will be detail information about scheduling, number of volunteers requested, tasks of the position, necessary skills or skills to be developed over the term of the placement, and any applicable requirements or restrictions. An example of a placement description is available online.

- Placement Title
- Minimum & Maximum number of volunteers requested for the placement
- Type & Category of placement (see below)
- Scheduling
- Placement Description
- Training requirements
- Skills and/or knowledge our volunteers will gain
- Skills and/or knowledge necessary or mandatory for this placement
- Volunteer restrictions

For the purposes of successfully placing our volunteers where they can be impactful and according to their own needs, The Junior League of Austin sorts placements according to type and category as follows.

Placements may be:

- YEAR LONG running according to the Austin ISD school calendar year; or
- CONCENTRATED and completed in either the Summer, Fall OR Spring.

The three categories of placements include:

- FLEXIBLE SCHEDULE - requires regular attendance during the non-profit's operating hours, but offers flexible scheduling (i.e., a shift may be worked anytime during operating hours each week).
- FIXED SCHEDULE - requires attendance at the same day/time each week for the duration of the placement (i.e., a shift is always on Tuesday between 3 p.m. and 5 p.m.).
- TASK ORIENTED/REMOTE - flexibility in scheduling and not linked to physical location and/or operating hours of the non-profit.

Please note that there is no preference for fixed vs. flexible placements. It is most important that you provide information that accurately reflects your agency's needs for each volunteer opportunity.

V. Applicant Agreement

In section V, the applicant will sign off on Community Project terms as outlined in the application and submit the application.