



## Community Project Application Guide

Welcome to the Community Project Application Guide for the 2022-2023 League year!

The Junior League of Austin is an organization of women committed to promoting volunteerism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

We strive to make a difference in the community by partnering with more than 30 nonprofit agencies and programs and giving financial support and more than 160,000 volunteer hours in our community. Through collaboration with agencies like you, we are able to help strengthen the Central Texas community. We appreciate your work within the community and hope that our volunteers and funds can help with your efforts.

If you have any questions regarding your application or if, after considering your agency's needs, you require assistance in crafting a placement request for members of The Junior League of Austin, please do not hesitate to contact Brandice Nelson, Community Liaison, [communityliaison@jlaustin.org](mailto:communityliaison@jlaustin.org).

**Your completed application is due by midnight CST on Tuesday, August 31.**

Thank you for your interest in applying to be a

## Community Project with The Junior League of Austin (JLA)!

To help you prepare to complete your application, please see the following information and documents required:

### I. Agency's Information & Mission

In section I, you will provide contact and historical information for your organization. In addition to basic personnel and address information, we will also ask about your mission and Board of Directors.

- Agency Name, Address, Phone, Fax, Website, Hours
- Executive Director Name, Email
- Primary Point of Contact for Application and Email and Phone Number
- Year Founded
- Mission
- Board of Directors and Meeting Information
- The Junior League of Austin members associated with your organization

### II. Agency's Community Impact

In Section II, please best describe the primary population your agency serves.

- Primary Area of Impact
- Community Impact (how your clients and beneficiaries utilize your services)
- Reach of Impact (in terms of number of clients served)
- Diversity, Equity and Inclusion statement
- Gender, Ages, and Ethnicities Served (if tracked)

### III. Agency Application History

In Section III, please describe your application history and prior partnership with The Junior League of Austin, if applicable.

### IV. Volunteer Placement Information & Description

In Section IV, please describe each placement request.

The Junior League of Austin volunteers must complete a **minimum of 50 hours** 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 a specified time. Think about each task or project for which you need volunteers and consider how much time these tasks might take. If there are many opportunities for hours and a clear division of tasks, you might consider dividing the tasks/projects into different "placements." However, if you have a clear division of tasks but those tasks individually would not be sufficient to satisfy our volunteers' 50-hour requirement, you might consider combining tasks into one placement. You must request a **minimum** of six volunteers **intotal** to fulfill all of your placement requests. There is no maximum limit.

The application allows for up to ten placement requests. If you have more than ten, please contact Brandice Nelson, Community Liaison, at [communityliaison@jlaustin.org](mailto:communityliaison@jlaustin.org).

For each placement, you will provide a separate request detailing how members' will dedicate their time with your agency. This information helps us to successfully place our volunteers where their interests and availability will have the greatest impact.

Placement duration may be:

- **Year Long** (September 1 through May 31); or
- **Concentrated** (completed in one "season" - Summer (June 1 thru August 31), Fall (September 1 thru December 31), or Spring (January 1 thru May 31)).

Three scheduling types include:

- A **fixed** schedule where members volunteer the same day and time each week for the duration of the placement (i.e. each Tuesday between 10 a.m. and 12 p.m.).
- A **flexible** schedule where members are able to choose when they volunteer from week to week, commonly within the agency's operating hours.
- A **task-oriented** schedule is where a member's hours are based on completing a particular task or project; typically, this is remote and not linked to the agency's location or operating hours.

There is no preference for a specific type of schedule. It is essential that you provide information that accurately reflects your agency's needs for each volunteer opportunity.

**Statement on Public Health Accommodations:** The Junior League of Austin requires community partners to adhere to all state and local COVID-19 guidelines and safety procedures. The safety of our members and of the community your agency serves is our first priority and will be considered during the application process. Please provide the best description you can at this time of your agency's needs and your perceived volunteer opportunities. We also ask that you describe what alternative volunteer opportunities with the agency might look like if applicable. We understand that your needs may change, and we are committed to being flexible with agencies while still

adhering to our internal policies and procedures for volunteers. Thank you for working with us as we strive to continue to provide assistance to our community partners and meaningful engagement for our volunteers in the community. Please help us better understand your agency's needs and public health precautions.

For each placement request, you will be asked the following:

- Placement Title
- Placement Description
- Placement Duration/Concentration (see description above)
- Scheduling Type (see description above)
- Shift Availability (days of the weeks, times of day)
- Time Requirements Description (describe what a typical shift will look like)
- How volunteers sign up for shifts
- Any training requirement
- Any skills required
- What the volunteer might gain from the experience
- Any other restrictions or requirements for the placement
- Number of volunteers being requested as well as the minimum and maximum number of volunteers you can accommodate given hour requirements or other limitations
  - Describe your experience with The Junior League of Austin volunteers in the past for this placement (if applicable)
    - If COVID restrictions are still in place:
      - How will the volunteer's experience be different?
      - Will the needs of the agency be different? If so, are there alternative tasks for the volunteers to complete and, if so, please describe.
      - Whether the placement changes or not, what precautions is the agency ready to put in place for everyone's safety?
    - Do you have an additional placement request?

## **V. Financial Information**

For your application to be considered, you will need to upload a number of financial documents.

### **Nonprofit General Financial Information**

- Letter of IRS Determination of Tax-Exempt Status 501(c)3
- Current IRS 990 (Parts I-IV)
- Latest Audit and Management Letter OR If audited financials are not available,

please submit an operating statement and balance sheet for the past three years with an explanation of why audited financials are not available.

- Budget to Actual for Previous and Current Fiscal Year End
- Most Recent Project Balance Sheet
- Top 10 Non-Governmental Funding Sources

### **Project Financial Request**

Please find the following questions regarding your financial request. Your financial request must be associated with The Junior League of Austin's volunteer opportunity with your agency or the project/placement for which you are requesting JLA volunteers. Please note that an agency is eligible to receive funding for a maximum of three consecutive years. In its fourth year, it may request volunteers but not funding. After one year without funding, an agency may once again request funds and begin a new three-year cycle. You will be asked to provide:

- Project Budget Request
- Total Amount of Funding Requested
- Listed Line Items in Order of Importance
- Are you able to proceed with the project without the funding requested?

### **VI. Applicant Agreement**

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

## **Additional Information**

A Community Partner Orientation and Application Workshop will be held virtually on **August 12, 2021**, from 1:00 p.m. to 3:00 p.m. Please complete this [Google form](#) to register.

If you have questions regarding the community partner application process or crafting agency-needed placements that provide meaningful experiences for league members, please connect with Community Liaison Brandice Nelson via:

**August 19, 2021, Q&A Session** - Virtual Q&A session for application questions from 12:00 p.m. to 1:00 p.m. Please RSVP via email to [communityliaison@jlaustin.org](mailto:communityliaison@jlaustin.org).

**August 2021 Office Hours** - This is a virtual drop-in opportunity for individual questions every Wednesday in August from 5:00 p.m. to 6:00 p.m.

**By Appointment** - Need to collaborate at a different time or in a different way? Email

[communityliaison@jlaustin.org](mailto:communityliaison@jlaustin.org) with your request and allow 24 hours for a response.

All applications are due by midnight on **August 31, 2021**.

For reminders, visit us at

<https://www.jlaustin.org/community/request-volunteers/apply-to-be-a-project/>

Thank you for your interest in partnering with The Junior League of Austin!