



## **The Community Impact Grant Program Guidelines**

This document describes the purpose of the Junior League of Columbia's (JLC) Community Impact Grants, eligibility criteria, and the procedures to follow in submitting a proposal. Please review these guidelines carefully and submit proposals in the requested format. Incomplete applications will not be considered.

### **Purpose**

The purpose of the JLC Community Impact Grant Program is to assist like-minded community partners in their efforts to improve lives in the greater Midlands area. The Junior League of Columbia is an organization that promotes voluntarism, develops the potential of women, and improves communities through the effective action of trained volunteers. The League's current focus area is healthy children. A total of \$50,000 will be awarded by the Junior League of Columbia to Midlands organizations proposing transformational projects and initiatives of \$10,000 or greater related to our mission and focus area and specifically addressing poverty and basic needs of children and families. At least two (2) grants will be awarded.

The Community Impact Grant will serve projects beginning July 1, 2019 and ending April 29, 2020.

### **Grant Application Process**

The JLC invites proposals through a Request for Proposal (RFP) process.

#### *Eligible Requests*

The JLC supports nonprofit organizations and agencies that have projects directly benefiting the greater Midlands. The Junior League defines the Midlands as including Richland, Lexington, Sumter, and Newberry counties. We do not make grants to individuals or government agencies, or for capital building projects (to include playgrounds), lobbying, or religious purposes. We cannot support fundraising opportunities or sponsorships. The JLC will consider supporting proposals that use a portion of the grant to pay for staff salaries.

Nonprofits that received a Community Impact Grant during the 2018-2019 League year will not be considered for funding during this RFP process.

Applicant organizations must meet the following criteria:

- Nonprofit corporation with proof of 501(c)(3) tax-exempt status;
- Have been in existence for at least one year;
- Strong board involvement and competent leadership;
- Proven track record of relationships fostered with other organizations and constituencies in the community

- Organizations may submit one application per funding cycle.

## Application Procedures

Please submit an application containing all of the items specified below, including all requested attachments by Friday, March 22, 2019. The JLC will gather a group of no more than nine members to review the applications. This is Round One.

The applications that are selected to move to Round Two will be asked to provide additional information. More information will be provided to those selected to move into Round Two.

The JLC will contact applicants if there are questions or if additional information is required. The JLC will acknowledge applications within two weeks of receipt. The JLC will contact the applicants to notify whether the proposal will be funded. Incomplete applications will not be considered.

### Round One Application Contents

Applications must be submitted in duplicate and include:

1. Cover letter, on your stationery, signed by the organization's director
2. Executive summary
3. Narrative (no more than two pages) that includes:
  - Project description
  - Brief statement of need to be addressed
  - Goals and objectives, including dates for implementation and conclusion of project
  - Target population
  - Project activities/programs
  - Proposal of collaboration with JLC volunteers during the grant year
  - Plan for measuring project results and reporting impact of project to JLC on a quarterly basis
4. Project budget (expenses and/or income) and detailed narrative
5. Organization background (mission, major activities, and credentials for carrying out project)
6. If you previously received a grant from the Junior League of Columbia, please provide an update of the project and the outcomes.
7. Conclusion (brief statement of sustainability)
8. Appendices (attachments)
  - Verification of tax-exempt status (IRS determination letter)
  - List of officers and Board of Directors
  - Current annual report (if available)

Round One documents are due to the JLC by March 22, 2019.

### Round Two Application Contents

Applicants will be notified via email if they have progressed to Round Two of the application processes. In that email the JLC will address any questions regarding the proposal and request copies of the financial documents listed below.

Nonprofits selected to move on to the second round will be asked to provide a more detailed picture of the organizations finances and capacity to execute the project.

- Staff biographies and key staff resumes
- Organization operating budget
- Latest financial statement (audited preferred)
- List of other current funding sources and uses
- Support letters or endorsements, optional (limited to maximum of two)

Round Two documents are due to the JLC by April 19.

Please submit proposals and subsequent documents by email to: JLC Community Impact Grants Chair at [impactgrants@jlcolumbia.org](mailto:impactgrants@jlcolumbia.org).

### Timeline

<a href="#">March 5</a>	RFP released to the community
<a href="#">March 8</a>	Live webinar for organizations seeking more information
<a href="#">March 22</a>	Round One proposal due to the Junior League of Columbia
<a href="#">April 12</a>	Notification of Round Two applicants
<a href="#">April 26</a>	Community Impact Grants announcement made
<a href="#">May 9</a>	Community presentation of checks
<a href="#">July 1</a>	Checks distributed and work begins

### Webinar

Applicants are invited to view a live webinar, hosted by the Junior League of Columbia, to answer questions on the RFP process and learn about the review process on Friday, March 8 at 9 a.m. Participants are invited to join the Zoom meeting by registering using the link below.

Register in advance for this meeting:

<https://zoom.us/meeting/register/5e25590053fda14ecde7dc3c8da9331e>

After registering, you will receive a confirmation email containing information about joining the meeting.