



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

The purpose of the Junior League of Columbia (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 JLC invites proposals through an online Request for Proposal (RFP) process.

### **Eligibility**

#### *Eligible Requests*

The JLC supports nonprofit organizations and agencies that have projects directly benefiting the greater Midlands. 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 is happy to consider supporting proposals that use a portion of the grant to pay for staff salaries and operating expenses. This support is limited to 30% of the overall request.

#### *Eligible Organizations*

Nonprofits that received a Community Impact Grant during the 2019-2020 League year will not be considered for funding during this RFP process. Applicant organizations must meet the following criteria:

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

### **Application Process**

Please submit an application containing all the items specified below, including all requested attachments by Friday, February 28, 2020 by 8PM. The JLC will gather a group of no more than nine members to review the applications. Applications will be reviewed and scored using a rubric and then discussed by the committee. 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. Executive summary
2. Project description
3. Narrative that includes:
  - Statement of need to be addressed and target population
  - Goals and objectives, including dates for implementation and conclusion of project
  - Project activities/programs
  - Plan for measuring project results on a quarterly basis
4. Proposal of collaboration with JLC volunteers during the grant year
5. Plan for measuring project results on a quarterly basis
6. Project budget (expenses and/or income) and detailed narrative
7. Organization background (mission, major activities, and credentials for carrying out project)
8. If you previously received a grant from the Junior League of Columbia, please provide an update of the project and the outcomes.
9. Conclusion (include a brief statement of sustainability, if applicable)
10. Appendices (attachments) emailed to [impactgrants@jlcolumbia.org](mailto:impactgrants@jlcolumbia.org)
  - Verification of tax-exempt status (IRS determination letter)
  - Summary, signed by your Executive Director, on the organization stationary
  - List of officers and Board of Directors
  - Current annual report, including an online link (if available)

Round One documents are due to the JLC **by Friday, February 28, 2020 by 8PM**. Only one application per organization.

### Round Two Application Contents

Applicants will be notified via email from [impactgrants@jlcolumbia.org](mailto:impactgrants@jlcolumbia.org) 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 organization's finances and capacity to execute the project. The JLC requires these documents for our internal audits. The JLC will request the following, and reserves the right to ask for additional information as needed:

- 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 3, 2020.

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

### Timeline

January 30	RFP released to the community
February 28	Round One proposal due to the Junior League of Columbia
March 27	Notification of Round Two applicants
April 3	Round Two documents are due to the JLC
April 20	Community Impact Grants announcement made
May 7	Community presentation of checks
July 1	Checks distributed and work begins

The Community Impact Grant will serve projects beginning July 1, 2020 and ending April 29, 2021.

Please see this link for a list of [Frequently Asked Questions \(FAQs\)](#).