



**Junior League of Columbia
Done in a Day Project Application**

In order to be considered for a **Done in a Day (DIAD)** project, please submit the following information.

Please note the following changes: in order to be considered for a Done in a Day partnership, the project you are requesting funding and volunteers for must be A NEW PROJECT that has not been completed in the past with the DIAD committee. This is in an effort to create permanent partnerships, strengthen our impact on the community, and fulfill our mission as the Junior League of Columbia. Therefore, the request must be original, and we are looking for new and emerging community organizations that align with our focus area of healthy children. Additionally, to better your chances for consideration, it would be beneficial to know the date and time of your event, and the budgeted line items you are requesting.

I. Organization/Agency Information

1. Name of agency/organization requesting assistance
2. Agency address
3. Phone number
4. Executive director/president
5. Contact person for projects and title
6. Contact phone number and email address
7. Number of years in operation
8. Mission of agency/organization
9. Description of prior JLC assistance, if any.

II. Project Overview

Provide a brief description of the project for which you are requesting assistance.

Include in your response the following:

1. Project title
2. Project date and time(s)
3. Funding requested with line item details
4. Total cost of the project
5. Number of volunteers needed. Keep in mind that our volunteers are utilized for 3-hour shifts. How many shifts would you require and how many shift workers per time slot.

III. Project Details

1. Describe the project itself. How do you envision the day will go?
2. Describe the community need that the project will fulfill.
3. Explain the special training needed or preferred for the volunteers, if such special training is necessary.
4. Explain whether the project implicates any safety concerns for the volunteers.
5. Explicitly state how this project relates to the Junior League of Columbia's focus area of healthy children, including specifying which subcategory of the JLC's healthy children focus the project addresses, i.e. children in the schools and children in the community.
6. Explain the planning steps completed by the organization. The Junior League of Columbia is not responsible for fulfilling the needs for venues, guest speakers, food vendors, etc.
7. Explain the measurable outcomes for the project.