



Done in a Day Project Application

In order to be considered for a **Done in a Day (DIAD)** project, please review the following information and be sure to submit thorough applications addressing all requested information to DIAD@JLColumbia.org.

Please note the following changes: To be considered for a DIAD partnership, the project you are requesting funding and volunteers for must be new. A new project is one that has not previously been completed with DIAD or other JLC committees. This requirement is to develop permanent partnerships, strengthen our impact on the community, and fulfill our mission as the Junior League of Columbia. Therefore, the request must be original. We are looking for new and emerging community organizations that align with our focus area of healthy children.

Deadline: If your project will occur between September 15, 2019, and January 31, 2020, the deadline to submit your application is **August 15, 2019**. If your project will occur between February 15, 2020, and May 31, 2020, the deadline to submit your application is **January 15, 2020**.

Please remember, incomplete and late applications will not be considered.

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 project 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
10. Organization's tax-exempt status letter

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. Total cost of the project; Funding requested with line item details
4. Expected number of participants impacted by 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, children in the schools or children in the community.
6. Explain the planning steps completed by the organization. Please keep in mind, 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. We expect they will be reported to the community at-large.

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