

**Done in a Day Project Application**

In keeping with our mission, the Junior League of Columbia (JLC) promotes volunteerism and improves communities by providing a variety of avenues for our members to become involved and make positive impacts throughout the Midlands community and schools. Our membership gives 50,000 hours, or $1 million worth of time, to benefit children and families in our community yearly.

One of the first steps to becoming a new community partner is proposing a Done in a Day (DIAD) project to engage JLC members with an initiative that aligns with the League’s mission. For each DIAD project, the JLC collaborates with local organizations or social service agencies through hands-on volunteer work.

*Please note: all organizations are encouraged to apply, however emphasis will be placed on NEW projects and partnerships within our community. This is in an effort to develop permanent partnerships, strengthen our impact on the community, and fulfill our mission as the Junior League of Columbia. Unfortunately, incomplete applications will not be considered.*

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

1. **Organization/Agency Information**
	1. Name of agency/organization requesting assistance
	2. Agency address
	3. Phone number
	4. Executive director/president
	5. Contact phone number and email address
	6. Number of years in operation
	7. Mission of agency/organization
	8. Description of prior JLC assistance, if any
	9. Organization’s tax-exempt status letter
2. **Project Overview**
	1. Provide a brief description of the project for which you are requesting assistance in addition to the following:
		1. Project title
		2. Project date and time(s)
		3. Funding requested with line-item details
		4. Total cost of the project and expected number of participants impacted by the project
		5. Number of volunteers and/or total shifts needed
			1. Please not our volunteers are slated for 3-hour shifts at a time
3. **Project Details**
	1. Describe the project itself
	2. Describe the community need that the project with fulfill
	3. Explain the special training needed or preferred for the volunteers, if any 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 of
	6. Explain the planning steps completed by the organization
		1. Please note that JLC is not responsible for fulfilling the needs for venues, guest speakers, food vendors, etc.
	7. Explain the measurable outcomes for the project as they would be reported to the community at-large