

## **Junior League of Topeka Community Partnership Request for Proposals for Assistance from Community Non-Profits**

### **OVERVIEW**

**Mission:** The Junior League of Topeka (JLT) is an organization that empowers transformational female leaders to set bold goals, open our circles, disrupt convention, and change the conversation for the betterment of our community. We are looking for community partners to aid in our issue area of *“child welfare as impacted by violence and community instability.”* JLT would like to provide service learning experiences for our members in this area. For over three-quarters of a century, our League has worked to improve Topeka by identifying community needs and executing sustainable projects which have turned into over thirty-five important non-profits in our community. Some of the key past projects started by the Junior League of Topeka you may know well: Ronald McDonald House of Topeka, CASA of Shawnee County, the Topeka Rescue Mission, Meals on Wheels, the Topeka Community Center, the Race Against Breast Cancer, and our most recently transitioned project, the Diaper Depot. Our highly trained and effective volunteers bring their skills to the forefront of our work as civic leaders in our communities.

JLT is seeking proposals from community-based nonprofits to assist with community needs and conduct service projects that will align with JLT's community focus areas. Currently, we are focusing on ensuring the Junior League is making a difference in Topeka through our issue-based community impact.

The JLT's Community Impact Council and Community Outreach Team will use the following criteria when evaluating proposals:

- The organization's impact on the Shawnee County community
- The organization's fiscal health
- Whether the project aligns with JLT's issue area, as described above
- Whether the project can be completed within the partnership period of one year
- Whether the project will meet an unmet or under-served need in the community
- Whether volunteer opportunities will be available for JLT members
- Whether the organization will recognize JLT's involvement in the project

The service partnership awarded is dependent on the program/project proposal. The winning organization(s) commits to recognizing the partnership with JLT and will provide a detailed written update on the project to JLT quarterly beginning in July 2021. JLT may perform a site visit to view the project impact. The organization will plan to provide service learning opportunities and education for JLT members as part of the program/project implementation.

## **TIMELINE**

**October 1, 2020** - Local nonprofits may begin to submit proposals

**November 2, 2020** - Deadline for submissions

**December 2020**- Community Impact Council will evaluate and narrow down applications

**January-February 2021** - Possible interviews and/or site visits

**March 2021** - One or two local nonprofits will be selected by JLT

**April 2021** - Will formalize a partnership at the JLT Annual Meeting held in April or May of 2021.

## **REQUIREMENTS**

- Interested community organizations should complete the online application by clicking on the link below.  
(link)
- You can also submit one electronic copy of your proposal by November 2, 2020 to (email).
- Hardcopy proposals will not be accepted.
- Proposals are not to exceed five pages and must be in Arial 10-point font, with 1 inch margins.

Proposals should address the criteria discussed above, and should include all components set forth below.

1. **COVER SHEET** (not to exceed one page) including the following:
  - Legal name of organization and EIN
  - Organization's full address
  - Website address, if available
  - Name of CEO/President/Executive Director and tenure
  - Contact name, phone number and email address
  - Whether you have applied for a JLT grant previously and when
2. **ABSTRACT:** Prepare a brief abstract summarizing the proposed project, as well as the service learning opportunity for volunteers from JLT.
3. **ORGANIZATION MISSION**
  - Brief history of your organization and scope of service
  - Brief statement of your organization's mission
  - The populations and geographic area(s) served
  - Any past/current collaborations with the JLT
  - Does your organization have a policy which states that you do not discriminate as to age, race, religion, sex or national origin?
  - Have there been significant changes in your organization's mission/programs in the last five years? If yes, please explain why.
4. **PROJECT NARRATIVE/ NEEDS ASSESSMENT (1-3 PAGES):**

- Describe the proposed project in need of JLT's support. Explain the objectives, unmet need and significance of the project. Describe the steps needed to complete the project, desired outcomes, benefits to the community served, and image of success.
- Describe the staffing and volunteer needs Junior League of Topeka can participate in for the project. In addition, describe the staffing infrastructure in place to support and sustain the proposed program/project (if necessary).
- Outline the strategy, methodology and timeline to be used in the development and implementation of the project. Describe the expected outcomes or results, and the indicators of those outcomes. Describe the evaluation process and how the results will be measured.
- Describe the qualifications of the organization and staff implementing the project.
- Describe the project budget, including a description of any expected and secured funding.
- JLT will be informed of project results quarterly beginning in July 2021.

**ADDITIONALLY, PLEASE SUBMIT THE FOLLOWING ATTACHMENTS:**

- Organizational chart and current list of board of directors/leaders.
- Current IRS form 990 and proof of charitable status in the State of Kansas, such as Kansas Secretary of State filings. If your organization is not required to file an IRS 990, submit an income and expense statement for the past fiscal year and your most recent balance sheet.
- Current audit report, review report, or internal financial statements if the audit report or review report are not required. Please provide all current management letters provided by reviewers or auditors and the written correction plan created to the management letter points.
- Most recent annual report, or if your organization does not have an annual report - submit a general description of the organization, including year established.
- IRS federal tax exemption letter with signature.
- Any collateral pieces including letters of support or commitments from partner organizations.
- A current itemized budget.

**The following certification statement must be provided with the proposal:** *The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked, and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax exempt classification as set forth in such determination letter.*

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_