



## APPLICATION GUIDELINES

### Criteria for Eligibility:

1. Projects/programs must support Anne Arundel County and JLA's mission, issue area, and focus area.
2. Applicants must commit to supporting the partnership for three years and sign a Memorandum of Understanding at the start of the project.
3. Applicants must be designated as a government agency or nonprofit organization.
  - a. Non-profit organizations must possess a 501(c)3 tax designation.
  - b. Non-profit organizations must provide financial statements from the previous three years or for newer non-profits, the current year's budget and explanation of funding sources.
4. Applicants must provide a complete project/program budget.
5. The application must be complete at the time of its submission, using the attached JLA application form.

### Evaluation Factors:

- *Mission, Issue, and Focus Area Impact:* Will the project/program make a significant community impact in Anne Arundel County and in JLA's issue and focus areas?
- *Need:* Do the objectives of the project/program effectively address a specific and demonstrated community need?
- *Effectiveness:* Will the community partner be an effective partner for the project/program?
- *Volunteer Opportunities:* Does the project/program provide meaningful volunteer opportunities for JLA members?
- *Financial Plan Projections:* Does the financial plan achieve project/program objectives?
- *Sustainability:* Is there a reasonable chance of a long-term sustainability of the project/program at the end of the three-year JLA partnership?

### Deadline:

Applications must be submitted by 11:59PM on January 10, 2020 to be considered.

**Where to Submit:**

Applications can either be emailed to [copr@jlannapolis.org](mailto:copr@jlannapolis.org) using the subject line, "Insert Your Organization's Name – 2020 Application" or mailed to the JLA Office.

*JLA Office Address:*

ATTN: COPR  
Junior League of Annapolis, Inc.  
128 Lubrano Drive  
Suite L-101  
Annapolis, MD 21401

**Format:**

Applicants should use the attached JLA application form. A cover letter is not necessary. Typed responses should be formatted using Calibri typeface, 12pt font, and 1.15- line spacing. Legible, handwritten responses are acceptable.

**Application Process:**

JLA's Community Outreach and Project Research (COPR) Committee first evaluates the applications to select projects/programs to be presented to JLA's membership. JLA's membership then selects its top three organizations, who will be invited to present to JLA's membership in March. Lastly, JLA's membership will cast a vote to select its new three-year partnership. The partnership that is selected by JLA will commence on June 1, 2020. During the application process, the COPR Committee may reach out to your organization to gather additional information, as necessary. The COPR Committee may also request references.