APPLICATION GUIDELINES

Criteria for Eligibility:

1. Projects must support the JLA mission, issue area and focus area.
2. Agencies or organizations must be designated as a governmental agency or have a 501(c)3 tax designation for at least three years prior to submission of the application.
3. Agencies or organizations must commit to supporting the program for three years.
4. A complete project application packet must be submitted.

Required Information for Request for Applications:

The application should clearly outline information regarding your organization's proposed project and how the collaboration with JLA will work. All required documentation must be provided to be considered a complete RFA packet.

Deadlines, Process and Timing for Selection and Project Implementation:

The deadline for submitting a RFA (more specifics below) is **January 6, 2017**. The complete application should be submitted in 12pt font, single-spaced. A cover letter is not necessary.

The Community Outreach and Project Research Committee of JLA evaluates the applications received to select projects to be presented to membership and to gather more information, as necessary. Finalist agencies or organizations will be invited to make presentations to JLA's general membership at a meeting in March. JLA's general membership will then vote to select the new project and partnership. The project that is selected by JLA will be implemented in the summer of 2017. The partnership generally lasts for three years.

Please email your RFA and attachments to **copr@jlannapolis.org** on or before January 6, 2017. Please insert your organization's name and "RFA" in the subject line. If you prefer to hand-deliver a hard copy of your RFA (including attachments), it must be received by 4:30 p.m. on January 6, 2017, at the following address:

Junior League of Annapolis, Inc.
128 Lubrano Drive, L-101
Annapolis, MD 21401