REQUEST FOR APPLICATIONS

THREE-YEAR COMMITMENT OF VOLUNTEER ASSISTANCE

Dear Community-Based Organization:

Junior League of Annapolis, Inc. (JLA) is pleased to present this REQUEST FOR APPLICATIONS ("RFA") in its search for its next community partner to collaborate on a three-year project. If your organization has or is developing a project that serves Anne Arundel County, meets our community needs and aligns with the League's issue and focus area, we invite your organization to submit the attached application packet. JLA is an organization in Anne Arundel County, of over 300 women actively committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. As a partner, JLA would work strategically with your organization and would develop, organize, provide trained volunteers, and use its budget designated up to $5,000 annually to successfully implement and improve the project over a three-year period. This RFA does not provide grant money directly to the community partner. The collaborative projects will begin in June 2017.

JLA Mission Statement:

Junior League of Annapolis, Inc. (JLA) is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

JLA Issue and Focus Area:

JLA's current issue area, which helps to define our allocation of JLA's financial and volunteer resources, is Narrowing the Achievement Gap. Within this issue area, our focus is the Self-Sufficiency of Women and Children.

JLA Contact Information:

128 Lubrano Drive, Suite L-101
Annapolis, MD 21401
Ph: (410) 224-8984
Fax: (866) 224-8084

www.jlannapolis.org
www.facebook.com/JLAnnapolis
www.twitter.com/jlannapolis

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

RFA PACKET CHECKLIST

Please ensure that you have attached all of the following with your application:

- 501(c)3 Internal Revenue Service Letter OR evidence of designation as a governmental agency;
- For non-profit organizations, the organization's financial statement from the previous three years;
- For newer non-profit organizations, the current year's budget and an explanation of funding sources may be submitted in lieu of previous financial statements;
- Proposed Budget for the project, including other funding sources if any;
- Secretary of State Letter designating the organization as a charity (Not applicable if application is submitted on behalf of a governmental agency).