

The Junior League of Lubbock is an organization of women committed to promoting voluntarism and to improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable. We are known for our signature projects like Food2Kids, Touch-a-Truck, SPARK, and Holiday Happening as well as our Community Assistance Grants. What you might not know about us is that every 5 years we choose a new project area to focus our efforts. Past focus areas have included childhood safety, Lubbock beautification, family enrichment, and many others. Almost as soon as we kick off a project area, our Research and Development team is busy in the background looking towards what's next.

In 2020, our members voted on Elder Care as our next signature project area. By adopting this area, our mission is to enhance the quality of life for Lubbock senior citizens through respite care, health services and the improvement of basic day to day living conditions. We have recognized your agency as a potential partnership opportunity to help us develop and carry out our mission.

We know that you are already on the front lines of serving this population but budgets are tight and often restrict the services and projects you're able to provide. We want to work with you to grow in your service to this population and believe that by working together, our organizations can do just that. We want to help you continue to grow your services through a partnership where, through a contractual agreement, you pick the project and we help you pay for it and provide our volunteers. Our goal is for this partnership to officially begin in June of 2023 - giving us a year to work together to organize and formalize the project vision.

We will be accepting project partnership applications beginning March 28, 2022 through May 15, 2022 and notifying agencies of acceptance in June.

More information and applications can be found online at the Junior League of Lubbock website, www.jllubbock.com.

Please contact Research and Development Chair, Ginny Simpson, with any questions you might have.

We look forward to receiving your application.

Ginny Simpson

virginia.shewmake@gmail.com

832.689.4408

Deadline: May 15, 2022

**JUNIOR LEAGUE OF LUBBOCK, INC.
4205 84TH STREET
LUBBOCK, TEXAS 79423**

**GINNY SIMPSON, CHAIRMAN
RESEARCH & DEVELOPMENT COMMITTEE**

PROJECT REQUEST FORM

The Junior League of Lubbock is an organization of women committed to promoting voluntarism and to improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

I. General Information:

Agency/Organization _____

Address _____

Phone _____

Request submitted by _____
(Name & Title)

Brief History of Organization/ Organization's Purpose, Program and Mission:

Organization's Funding:

Organization's State and/or National Affiliation:

Internal Revenue Service Classification: _____

II. **Project Name:**

Project Purpose and Description:

III. **Community Need** - The Junior League of Lubbock, Inc. has adopted **ELDER CARE** as its Focus Area for the years **June 1, 2023 through May 31, 2028.**

A. How will your project impact this community need?

B. Will this proposed project be a new venture for your organization? _____ If not, how many years has your organization been involved? _____ If you are proposing a new program or project, what prompted you to begin it?

C. Will this project be unique in addressing this need or will it supplement, extend or duplicate existing services offered by this or other agencies? Explain.

D. Estimate the number of persons you expect to benefit from this project.

IV. **Administration of Project:**

A. This project will operate in the following time frame:

B. This project will be staffed by _____ (number) of professionals.

How will they be used and by whom will they be paid?

C. What is the role of the Board of Directors of the organization:

_____ Policy-making Board of Directors

_____ Advisory Board

How are members selected to serve on the Board?

How often does the Board of Directors meet?

D. Assuming the project was supported by the Junior League, would it be beneficial for a Junior League representative to serve on the Board of Directors? What would be required of a Junior League representative on this Board of Directors?

V. **Junior League of Lubbock Involvement**

A. Volunteers:

1. How do you envision the Junior League utilizing its volunteers to assist and/or be part of this project? For what years are volunteers requested? And for how many years?

2. Please state specific duties and titles of volunteers which are requested.

3. The approximate number of hours that is expected of a Junior League of Lubbock volunteer is 48 per year. We operate on a trimester system: Summer (June – Aug.); Fall (Sept. 1 – Jan. 15); Spring (Jan. 16 – May 31); and Task-completed (those opportunities which do not have weekly duties, but are done on a concentrated basis June – May. Hours spent cannot be predetermined. Volunteer is finished when task is completed).

a. How many volunteers are requested:

- | | |
|-----------------------|----------------------------|
| 1. Summer_____ | Can be done: Mornings_____ |
| | Afternoons_____ |
| 2. Fall_____ | Evenings_____ |
| | Weekends_____ |
| 3. Spring_____ | |
| 4. Task-complete_____ | |

Total number of volunteers requested: _____

b. Will the volunteer be working:

_____ At the agency, or;

_____ After initial orientation and training, can she operate at her own pace, with periodic visits to agency.

4. Training of Junior League of Lubbock Volunteers:

A. Please outline what training would be provided the Junior League of Lubbock volunteers. Be specific.

B. Will training be conducted by staff or outside experts?

C. How many hours of training will be provided?

D. After initial training, will on-the-job training be provided, and if so, by whom?

4. Who will be responsible for supervising the Junior League of Lubbock volunteers?

5. Who will be responsible for evaluating the Junior League of Lubbock volunteers?

B. Funding:

1. Total project cost: _____
2. Total Junior League funds requested: _____
3. Can the funds requested be spread out over a number of years? What is the maximum number of years over which the funds can be spread out?
4. Project budget-line item overview:

5. How will the Junior League funds be used?

6. List other financial or in-kind support for the project.

VI. **Future of Project**

- A. Give specific plans for this project's evaluation.

- B. What plans do you have for the future funding of this project once Junior League of Lubbock involvement is terminated?

- C. What are your plans for future volunteer staffing once Junior League of Lubbock involvement is terminated?

- D. If the Junior League of Lubbock does not vote to undertake this project, what are your alternate plans?

VII. **Agency Authorization –THIS COMPLETED APPLICATION AND ONE COPY OF THE ITEMS LISTED BELOW – IN ORDER – MUST BE INCLUDED WITH THE PROJECT REQUEST APPLICATION OR THE APPLICATION WILL NOT BE CONSIDERED BY THE RESEARCH AND DEVELOPMENT COMMITTEE:**

- A. List of current Board of Directors, list of Duties and Responsibilities, minutes of last year’s Board of Directors’ meetings.
- B. Organization Bylaws.
- C. Organization’s current budget, financial statements, income statements.
- D. List of pending proposals for funding this project.
- E. IRS Status Letter.

Applications may be submitted to
 The Junior League of Lubbock
 Attn.: Ginny Simpson
 4205 84th Street
 Lubbock, Texas 79424
 virginia.shewmake@gmail.com

This request has been authorized by the Board of Directors as evidenced by the signature of the President.

President, Board of Directors

Agency Executive Director or Administrator