



JUNIOR LEAGUE OF ODESSA, INC.

PROJECT REQUEST FORM

FOCUS AREA: SUPPORT FOR AT RISK FAMILIES

SUMMARY INFORMATION

PROJECT NAME: _____

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

CONTACT PERSON:

PHONE NUMBER: _____

IRS CLASSIFICATION:(i.e.501(c)(3)) _____ Tax

ID _____

BRIEF OVERVIEW OF THE ORGANIZATION'S BACKGROUND/HISTORY
INCLUDING DATE FOUNDED: _____

ATTACH AN AGENCY BROCHURE IF APPLICABLE

PROJECT DESCRIPTION:

TOTAL FUNDS REQUESTED _____ Date of Request: _____

JUNIOR LEAGUE VOLUNTEERS REQUESTED:

MINIMUM NUMBER: _____

MAXIMUM NUMBER: _____

LOCATION OF PROJECT: _____

WHO AND HOW MANY WILL BE BENEFIT FROM THIS PROJECT?
(POPULATION BREAKDOWN BY SOCIOECONOMIC STATUS, ETHNICITY,
GENDER, AGE, FAMILIES, INDIVIDUALS, SUBPOPULATIONS ETC.):

BACKGROUND

HOW WILL THIS PROJECT MEET THE NEEDS OF THE JUNIOR LEAGUE'S
FOCUS AREA? PLEASE PROVIDE INFORMATION ON THE MAIN ISSUES OR
PROBLEMS THIS PROJECT ADDRESSES AND DETAILS ON WHY AND HOW
YOU ADDRESS THESE ISSUES (MENTION SURVEYS OR OTHER
SUPPORTING INDICATIONS OF THIS NEED)

DOES THIS PROJECT CHARGE FOR SERVICES? IF SO EXPLAIN?

WILL IT SUPPLEMENT OR EXTEND EXISTING SERVICES OFFERED BY THIS OR
OTHER AGENCIES?

STATE ALL PROJECT OBJECTIVES IN ORDER OR PRIORITY.
(What will be accomplished as result of this project?)

HOW WILL THE PROJECT MEASURE OUTCOMES? PLEASE INCLUDE PERFORMANCE MEASURES ALONG WITH DATA/INFORMATION THAT WILL BE COLLECTED AND HOW: _____

BACKGROUND – (continued)

HOW WILL THE PROJECT ACTUALLY BE CARRIED OUT?
(Please be as specific as possible)

STATE THE TIME FRAME IN WHICH THE PROJECT WILL OPERATE:
(Note: the proposed project request may be for more than one year.)

Initial Date: _____

Date Junior League Involvement Will End: _____

Anticipated Total Life of the Project: _____

ADMINISTRATION

PLEASE ATTACH A LIST OF THE BOARD OF DIRECTORS FOR YOUR ORGANIZATION.

WHAT ARE YOUR PLANS FOR ADMINISTRATION OF THIS PROJECT?

WHAT PART WILL THE JUNIOR LEAGUE PLAY IN ITS ADMINISTRATION?

WHAT ROLE DOES THE BOARD OF DIRECTORS PLAY?

DO YOU HAVE PAID MANAGEMENT STAFF? _____

WHAT IS THIER JOB DESCRIPTION?

ADMINISTRATION - (Continued)

WHO WILL BE IN CHARGE OF THE DAY TO DAY OPERATIONS OF THIS PROJECT?

PLEASE GIVE THE NUMBER OF PROFESSIONALS INVOLVED IN THIS PROJECT AND THEIR RESPECTIVE ROLES.

WHO IS ULTIMATELY RESPONSIBLE FOR THE MANAGEMENT AND EVALUATION OF THE PROJECT?

VOLUNTEERS

NUMBER REQUESTED FROM LEAGUE: MINIMUM _____ MAXIMUM _____

SPECIFIC DUTIES AND TIME REQUIREMENTS:

DESCRIBE THE TRAINING VOLUNTEERS WOULD RECEIVE.

WHEN NEEDED: (please circle)

SUMMER

FALL

WINTER

SPRING

MORNING

AFTERNOON

EVENING

WEEKEND

VOLUNTEERS - (continued)

WHERE WILL VOLUNTEERS WORK?

WHO WILL BE RESPONSIBLE FOR SUPERVISING AND EVALUATING THE JUNIOR LEAGUE VOLUNTEERS?

FINANCES

TOTAL FUNDS REQUESTED FROM THE JUNIOR LEAGUE:

YEAR ONE: _____

YEAR TWO: _____

YEAR THREE: _____

TOTAL: _____

HAS THIS PROJECT RECEIVED FINANCIAL OR VOLUNTEER SUPPORT FROM THE JUNIOR LEAGUE IN THE PAST?

YES

NO

IF SO, STATE THE AMOUNT OF FINANCIAL SUPPORT RECEIVED AND WHEN IT WAS RECEIVED.

STATE THE NUMBER OF VOLUNTEERS USED FOR EACH TIME PERIOD.

PLEASE ATTACH A COPY OF YOUR MOST RECENT IRS FORM 990. IF YOU DO NOT FILE A FORM 990, PLEASE STATE SO BELOW. MOST RECENT AUDIT AND MANAGEMENT LETTER SHOWING ALL CURRENT SOURCES OF FUNDING OR YEAR END BALANCE SHEET AND STATEMENT OF ACTIVITY IF AGENCY IS NOT AUDITED.

FINANCES - (continued)

IF FUNDS ARE GRANTED BY THE JUNIOR LEAGUE, TO WHO SHOULD THE CHECK BE SENT?

PLEASE ATTACH A COMPLETE ITEMIZED PROJECT BUDGET WITH INCOME AND EXPENSES. ATTACH A SEPARATE TIMELINE OF WHEN THE MONEY IS TO BE SPENT. ATTACH AN ORGANIZATIONAL BUDGET FOR CURRENT FISCAL YEAR

IF FUNDS ARE REQUESTED FOR A SALARY, PLEASE ANSWER THE FOLLOWING:

JOB DESCRIPTION:

IF THE POSITION IS ALREADY FILLED, WHAT IS THE CURRENT SALARY AND FUNDING SOURCE?

HOW LONG WILL THIS POSITION BE REQUIRED?

WHO WILL PAY THE SALARY AFTER TERMINATION OF THE LEAGUE'S COMMITMENT?

LIST OTHER FINANCIAL SUPPORT REQUESTED FOR THIS PROJECT.
INDICATE THE STATUS OF REQUEST AS ASSURED OR HOPEFUL.

FUTURE OF PROJECT

GIVE SPECIFIC PLANS FOR PROJECT EVALUATION:

PLEASE DISCUSS IN DETAIL HOW YOU WILL MAKE THIS AN ONGOING
PROJECT AFTER JUNIOR LEAGUE FUNDING CEASES.
