

2024-2025 Volunteer Resources Grant Application

The Junior League of Washington (JLW) makes a difference in the community through financial and volunteer support of programs that support **pathways to opportunity through education, professional and financial development, and capacity building.**

Volunteer Resources Grants are commitments by JLW to provide trained volunteers to support the designated programs of community nonprofit organizations. Organizations receiving Volunteer Resources Grants are expected to engage our volunteers in meaningful, impactful service opportunities that benefit the greater Washington, DC community. Volunteer Resources Grants begin a two-year “pilot” relationship between JLW and the recipient, after which that organization is eligible for consideration to become a Community Placement Partner (CP) - an ongoing recipient of JLW volunteers. During the pilot period, JLW will commit up to \$2,000 per year to fund the activities of its volunteers in support of the recipient organization.

Volunteer Resources Grant applications must be submitted no later than Monday, December 30, 2024 at 5 PM ET via the web form at <https://www.jlw.org/grants>. Late or incomplete applications cannot be accepted.

For consideration for any Junior League of Washington grant, an applicant must:

- Be a 501(c)3 organization with a valid EIN number;
- Be located in the greater Metropolitan Washington, D.C. area;
- Present a program in alignment with JLW’s mission, specifically “improving communities through the effective action and leadership of trained volunteers;”
- Address a clear unmet need within the organization and/or the community; and
- Demonstrate that JLW resources will have a significant impact.

To be considered for a Volunteer Resources Grant, applicants must present a volunteer program in alignment with the JLW focus area: "supporting pathways to opportunity through improved access to education, professional and financial development, and capacity building in our community." Preference is given to organizations that:

- Clearly demonstrate a need for JLW volunteers.
- Work with JLW on programming that is unique to JLW volunteers (e.g., all JLW volunteers work with a particular age range or on JLW-specific projects).
- Work with JLW on programming that meaningfully engages the skills of JLW trained volunteers.
- Have a sound volunteer retention plan that values volunteers.
- Provide comprehensive training to enable JLW volunteers to successfully accomplish all tasks required of them in their volunteer capacity.
- Provide a mechanism to ensure the safety, health, and wellness of JLW volunteers.
- Provide mechanisms for measuring/evaluating the relationship with JLW.

INTRODUCTORY INFORMATION

Legal Business Name: <i>As shown on 501(c)(3) letter</i>	Valid Employer Identification Number (EIN):
Website Address: Organization/Program Mailing Address:	Name of Program(s) for which you seek JLW volunteers:
Lead Contact (e.g., CEO or Executive Director) Name, Email, and Phone Number:	Primary Contact (e.g., Volunteer Coordinator) Name, Email, and Phone Number:

APPLICATION CHECKLIST

To submit your application, complete all fields of the web form, the application narrative, and include the required appendices listed below. **Applications must be submitted via the web form no later than Monday, December 30, 2024 at 5 PM ET.** Late or incomplete applications can not be accepted. Please email questions to GrantsAndVolunteers@JLW.org. *Successful applicants will be notified if they will move forward to a site visit and an interview within one month of the application period closing.*

Check each item on the list below to indicate that you have included the following appendices in your application before submitting your completed application via the web form. Please adhere to the naming convention before uploading each document individually.

- A. Application Checklist and Narrative
 - o Save as: "Organization Acronym or name.VG24" (For example: "JLW.VG24")

- B. Letter from the Internal Revenue Service stating your organization is tax-exempt under Section 501(c)(3) of the Internal Revenue Code and is classified as "not a private foundation" under Section 509(a) of the same code
 - o Save as: "Organization Acronym or name.501c3" (For example: "JLW.501c3")

- C. Most recently filed Form 990
 - o Save as: "Organization Acronym or name.990" (For example: "JLW.990")

- D. Most recently filed Form W-9
 - o Save as: "Organization Acronym or name.W9" (For example: "JLW.W9")

- E. Most recent annual report
 - o Save as: "Organization Acronym or name.AR" (For example: "JLW.AR")

- F. Most recent audited financial statements and the management letter
 - o Save as: "Organization Acronym or name.FS" (For example: "JLW.FS")
- G. Current annual budget for the organization
 - o Save as: "Organization Acronym or name.AB" (For example: "JLW.AB")
- H. Current annual budget for the program(s) receiving volunteers
 - o Save as: "Organization Acronym or name.PB" (For example: "JLW.PB")
- I. Volunteer Recruitment Materials, Volunteer Application, and Volunteer Privacy Policy
 - o Save as: "Organization Acronym or name.VOL" (For example: "JLW.VOL")
- J. Certificate of insurance indicating general liability coverage for volunteers
 - o Save as: "Organization Acronym or name.INS" (For example: "JLW.INS")

If any of the information on the checklist is not available for your organization, please explain below:

SIGNATURE OF EXECUTIVE DIRECTOR OR PRESIDENT OF THE BOARD:

The signature is mandatory. Applications without the proper signature will not be accepted.

SIGNATURE

DATE

TITLE

PHONE NUMBER

EMAIL ADDRESS

APPLICATION NARRATIVE

All responses are limited to 150 words.

SECTION I: PROGRAM STRATEGY

Give a brief summary of your organization’s mission and activities, including its founding date.

Describe the program(s) for which you are seeking JLW volunteers. Please include the program’s goals, scope, and notable accomplishments (outcomes).

Explain how your program supports “pathways to opportunity through improved access to education, professional and financial development, and capacity building in our community.”

Describe the clientele served by this program. How do you promote your program to participants, and how are participants selected?

How many participants were served by this program in 2023 and year-to-date in 2024? How many participants do you anticipate this program serving annually?

How do you measure program success? What measurement tools are used and what data is gathered to demonstrate the program’s results? Please share key metrics that describe the program’s impact to date.

What partnerships does your organization have established with other organizations (for-profit and nonprofit) for ongoing community support? Please describe the nature of each collaboration.

SECTION II: NEED FOR VOLUNTEERS

Are you currently receiving, or have you ever received, trained volunteers from the JLW for short- or long-term projects? If so, please list the approximate dates and the duties/activities of the JLW volunteers.

Describe, in detail, why your program needs JLW volunteers.

Describe, in detail, the potential duties of a JLW volunteer.

Describe the times and days of volunteer duties, including time commitment, frequency, and duration (daily, weekly, monthly, quarterly, or annually) required from a JLW volunteer. Please also specify if the schedule is flexible. Please note: JLW volunteers typically volunteer from September to May on weekday evenings after 5 PM and/or on weekends. We do, however, recognize that there is a need for volunteers during the 9 AM to 5 PM timeframe and over the summer, and we may be able to place volunteers with matching availability.

Describe the location(s) of the site at which volunteers will be located. Is it metro and/or bus accessible? Is street parking available? Is a garage or parking lot available?

How many JLW volunteers can be accommodated at one time (e.g., can you accommodate a small group volunteering together at the same time, or would members be individually volunteering?)?

Describe the skills that are needed from a JLW volunteer.

Will orientation/training be provided prior to the start of the program? If so, what is the content and duration of the training?

Is there continued training for active volunteers? If so, what is the content of the training?

Are any of the following prerequisites required for your volunteers?

- Fingerprinting
- Background Checks
- TB Tests
- COVID Vaccines
- Negative COVID Tests (Please include frequency below.)
- Other (Please describe in more detail below.)

SECTION III: VOLUNTEER RELATIONS

How will JLW volunteers in the program be supervised and coordinated?

List the number of current volunteers in the program and identify how they are recruited and retained.

Does your organization have mechanisms to obtain feedback from volunteers? If so, please describe how feedback is solicited and processed. Who supervises and coordinates this process?

Does your organization have a mechanism to ensure the safety of JLW volunteers? If so, please describe.

How will you evaluate and measure the success of your relationship with the JLW and our volunteers?

SECTION IV: FISCAL RESPONSIBILITY

Please describe your organization’s sources of funding (including fundraisers, government grants, corporate and individual donations, client fees, etc.). Please be as specific as possible.

What expenses are tied to volunteer participation? Will JLW and/or our volunteers need to pay for these expenses, or are they already funded by your organization?

SECTION V: PARTNERSHIP COMMITMENT

Is your organization willing to:

- Commit to hosting volunteers from JLW for a period of at least two years?
- Sign an annual letter of understanding (“Community Partner Agreement”) with the JLW outlining volunteer arrangements and expectations?
- Submit to an annual review of your program operations wherein JLW volunteers are being utilized?
- Allow JLW to list your organization on our website and use your name in promotional efforts (e.g. annual report, marketing materials) and media outreach?

SECTION VI: MISCELLANEOUS

How did you hear about the Volunteer Resources Grant application?

If selected as a finalist, are you prepared to host an in-person site visit between February 1 - 28, 2025?

- Yes No

If selected as a finalist, are you able to commit to an in-person interview with the Committee on Saturday, March 1, 2025 (snow day March 8, 2025)? We suggest that the Executive Director, Program Supervisor, and/or Volunteer Coordinator plan to attend.

- Yes No