



JUNIOR LEAGUE OF  
**MILWAUKEE**

## **Community Grant Request for Proposals**

**Deadline for Submissions: January 1, 2019**

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### **OVERVIEW**

**Mission:** The Junior League of Milwaukee (JLM) is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Since 1915, the organization has spearheaded efforts to start and/or expand organizations and programs such as the Blood Center of Wisconsin, the Children's Health Education Center, Kids Matter, Care Kits for Kids, Safe Home Environment (an Aurora Healing & Advocacy Services service), Revitalize Milwaukee, and Sojourner Family Peace Center. We also provide support to nonprofits throughout the greater Milwaukee area through various single day volunteer opportunities.

JLM is seeking proposals from community-based nonprofits to award \$1,000 - \$5,000 grant(s) that will align with JLM's community focus areas. **Currently, JLM focuses its community efforts in the areas of education, health, and nutrition of women and children in the greater Milwaukee area.** Both programmatic and capital projects will be considered for award. The JLM's Grant Making Committee will use the following criteria when evaluating proposals:

- Organization's goals and impact of serving the greater Milwaukee community
- Organization's fiscal health
- Description of awarded funding aligns with JLM's areas of Community Focus (described above)
- The project is viable and can be completed within the award period of May 2019 – April 2020
- Project description includes how awarded funding will continue to have an impact beyond the grant award period
- The project will meet an unmet or under-served need in the local community
- Project description includes volunteer opportunities for JLM members (program volunteers, leadership roles, board or advisory roles, etc.)
- Project description includes how the organization will recognize JLM's involvement in the project

Distribution of dollars is dependent on program/project proposal and will be determined before implementation. If funding is anticipated to be used in conjunction with other funds as part of a larger implementation, please discuss this in the proposal. In the event that other fundraising is unsuccessful, and the larger project cannot be implemented during the JLM 2019 – 2020 fiscal year, then JLM reserves the right to withhold grant award.

The winning organization(s) commits to recognizing the gift and partnership with JLM, both internally and publicly. Funding must be used within the grant award period of May 1, 2019 - April 30, 2020. Upon project completion, JLM may perform a site visit and/or request a final report to view the project impact.

## **TIMELINE**

**November 5, 2018** - Local nonprofits may submit proposals

**November 26, 2018** - Deadline for receipt of questions / notification of interest to [Grants@jlmilw.org](mailto:Grants@jlmilw.org)

**December 3, 2018** - JLM to respond to questions via email to all organizations who expressed interest

**January 1, 2019 - Deadline to submit proposals** – *Applicants may apply regardless of submittal of Notification of Interest.*

**January - March 2019** - Possible interviews and/or site visits

**March 31, 2019** - One or two community partners will be selected

**April 2019** - Grant will be awarded at the April 2019 general membership meeting. Attendance at the meeting to receive the funding is encouraged

## **REQUIREMENTS**

Interested community-based organizations should prepare a well-written and concise project narrative that is **at least one page but does not exceed three pages** (not including attachments or cover sheet; in Arial-10 point font and 1 inch margins). The proposal should include all components outlined below and address the criteria discussed above. **Please submit 1 hardcopy and 1 electronic copy of your proposal by January 1, 2019 to:**

Junior League of Milwaukee  
Attn: Grant Making Committee  
1060 E Juneau Ave  
Milwaukee, WI 53202  
[Grants@jlmilw.org](mailto:Grants@jlmilw.org)

### **1. COVER SHEET (not to exceed one page) including the following:**

- Legal name of organization and EIN;
- Organization's full address;
- Website address, if available;
- Name of CEO/President/Executive Director and tenure;
- Grant contact name, phone number and email address; and
- Whether you have applied for a JLM grant previously.

### **2. ABSTRACT:** Prepare brief abstract summarizing the proposed project and funding requested. This brief description may be used in JLM meeting materials to share information with the committee.

### **3. ORGANIZATION MISSION**

- Brief history of your organization and scope of service.
- Describe the populations and geographic area(s) served.

- Any past/current collaborations with the JLM.
- Does your organization have a policy which states that you do not discriminate as to age, race, religion, sex or national origin?
- Have there been significant changes in your organization's mission/programs in the last five years? If yes, please explain why.

#### **4. PROJECT NARRATIVE/ NEEDS ASSESSMENT (1-3 PAGES):**

- Describe the proposed project in need of JLM's support. Explain the objectives, unmet need and significance of the project. Describe the steps needed to complete the project, desired outcomes, benefits to the community served, and image of success.
- Describe the staffing and volunteer needs for the project. In addition, describe the staffing infrastructure in place to support and sustain the proposed program/project (if necessary).
- Outline the strategy, methodology and timeline to be used in the development and implementation of the project. Describe the expected outcomes or results, and the indicators of those outcomes. Describe the evaluation process and how the results will be measured.
- Describe the qualifications of the organization and staff implementing the project.
- Describe the budget of the project, including a description of any expected and secured funding.
- Describe how, and with what frequency, JLM will be informed of project results (for example, yearly, for the length of the project, over the length of the project's projected impact, etc.).

#### **5. ATTACHMENTS**

- Organizational chart and current list of board of directors/leaders.
- Current IRS form 990 and proof of charitable status in the State of Wisconsin. If your organization is not required to file an IRS 990, submit an income and expense statement for the past fiscal year and your most recent balance sheet.
- Current audit report, review report, or internal financial statements if the audit report or review report are not required. Please provide all current management letters provided by reviewers or auditors and the written correction plan created to the management letter points.
- Most recent annual report - or if your organization does not have an annual report - submit a general description of the organization, including year established.
- IRS federal tax exemption letter with signature.
- Any collateral pieces including letters of support or commitments from partner organizations.
- A current itemized budget.

**The following certification statement must be provided with the proposal:**

*The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked, and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax exempt classification as set forth in such determination letter.*

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Signature

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Title

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Date