



JUNIOR LEAGUE OF LANSING
Women building better communities®

April 21, 2011

NEW EXTENDED DEADLINE – MAY 31, 2011

**REQUEST FOR PROPOSALS
GRANT OF UP TO \$30,000 AND THREE-YEAR COMMITMENT OF
VOLUNTEER ASSISTANCE**

Dear Community-Based Organization:

The Junior League of Lansing (JLL) is pleased to announce this request for proposals (“RFP”) from local organizations to partner with the JLL on our next "Signature Project." The JLL seeks to collaborate with a local organization beginning in summer/fall 2012 to provide funding of up to \$10,000.00 a year for up to three years and/or volunteer assistance for a project or projects that fit within the JLL mission and current Focus Area.

The JLL's mission is as follows:

The Junior League of Lansing, Michigan 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.

The JLL's current Focus Area, which helps to define our mission regarding allocation of JLL's financial and volunteer resources, is supporting families and children. In supporting families and children, JLL has further identified a Key Result Area of addressing poverty by providing access to housing, food, and support services.

If your organization has programs or projects that fit within the JLL Focus and Key Result Areas and you are interested in partnering with the JLL as our Signature Project for 2-3 years, we encourage you to complete a letter of interest in response to this RFP.

Deadlines, Process and Timing for Selection and Project Implementation:

The deadline for submitting a letter of interest with summary information about your proposal (more specifics below) is **MAY 31, 2011 (updated)**. The Community Research and Project Development Committee evaluates the proposals received and works with the JLL Board to select the finalist proposals and to gather more information as necessary. Finalist organizations make presentations to the general membership at a JLL meeting, followed by a vote of the general membership, in the fall of 2011. The project that is selected by the JLL is generally implemented beginning in the summer/fall of the next year (2012) and the partnership generally lasts for three years (winding up in summer 2015).

1231 Michigan Avenue, Suite 204 ▪ East Lansing, MI 48823 ▪ Phone: (517) 324-8716 ▪ www.jllansing.org ▪ Email: Office@jllansing.org

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Required Information for letter of interest, due May 31, 2011:

The letter of interest provides information regarding your organization's proposed project and how the collaboration with JLL will work. Brief but complete written responses are all that is required at this time. If, based on the letter of interest, your organization is selected as a finalist, you will have the opportunity to make an "in-person" presentation to the general membership in fall 2011.

Please provide the following information in your letter of interest:

- Organization mission and current operations
- Program or project for which you seek assistance, including population(s) served
- Need for the program or project, the issues impacted by the project, and the project's objectives
- Complete program budget and narrative describing the specifics of the budget
- Amount of JLL funding requested (maximum award: \$10,000 per year for up to three years)
- Number of paid and volunteer staff needed for the project
- Number of JLL volunteers needed to assist your existing volunteers and expectations for JLL volunteers (type of assistance, training prerequisites, location and frequency of volunteer needs)
- Other pertinent information for JLL members to understand your project
- Contact information for your organization's proposal: Name, title, address, phone/fax, email, and website (if applicable)

Additional information regarding collaboration with JLL:

The organization whose project is selected as the next "Signature Project" eligible for financial and volunteer assistance from JLL will need to enter into a contract with JLL detailing the timing and specifics of the disbursement of funds and other matters. This is expected to take place after selection of the Signature Project in summer 2012. JLL policies also require that a member of JLL is represented or has consulting status on the Board, Council, or other body overseeing the implementation of the project.

Community Needs Assessment

Even if your organization is not in a position to partner with the JLL at this time, we seek your assistance in bettering our understanding of the needs of the Greater Lansing Community in 2011 and beyond. Attached to this RFP is a brief survey of community needs that we encourage you to submit along with your Letter of Interest or on its own. Participation in this community needs assessment has no bearing on consideration of your organization's letter of interest.

By May 31, 2011, return completed letters of interest and/or community needs assessments to:

**Junior League of Lansing
1231 Michigan Avenue
Suite 204
East Lansing, MI 48823
(517) 324-8716**

COMMUNITY NEEDS ASSESSMENT BY COMMUNITY LEADERS

April 21, 2011

This community needs assessment helps JLL maintain a current list of community organizations that may be in need of assistance and also helps to assess community needs based on the insights of the organizations meeting those needs on a daily basis. Your completion of this assessment is valuable to JLL, and we urge you to complete the assessment whether or not your organization chooses to submit an RFP. The community assessment is optional and does not impact JLL's consideration of an RFP from your organization, if you choose to submit one.

1. What are the most important "needs" of the Greater Lansing community? Are there any emerging needs in the recent year/years in the community that have received very little attention? (Please include statistical data if possible.) _____

2. Ideally, how would you address these needs? (e.g. additional resources, additional organizations, or different/refocused missions within existing organization.) _____

3. Are you aware of any specific population or group that is more at risk than others and if so, the causation of this "at risk" status? _____

4. Are you aware of any specific programs or agencies that would benefit from the Junior League of Lansing's involvement either through voluntarism or monetary donation in the upcoming year? _____

5. Are you aware of any specific programs or agencies that would benefit from the Junior League of Lansing's involvement either through voluntarism or monetary donation in the next 2-3 years? _____

6. Are there any other individuals and /or agencies you would suggest we contact in our efforts to assess community needs? _____

