**ABOUT THE JUNIOR LEAGUE OF THE PALM BEACHES**

The Junior League of the Palm Beaches (JLPB) 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. For 74 years we have been supporting educational and charitable community needs. JLPB is 501(c)3 organization and a member of the Association of Junior Leagues International, Inc. (AJLI). For more information please visit our website, www.jlpb.org.

**PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)**

JLPB is seeking proposals for an ongoing program that addresses needs of children and young adults in the foster care system within Palm Beach County, FL. JLPB will design and implement the program using our volunteer membership, with the assistance and guidance of the organization. Selected programs will enter into a partnership agreement with JLPB that clearly outlines the scope and timeframe of the program.

**CRITERIA & ELIGIBILITY**

Local 501(c)(3) organizations and agencies are invited to submit the attached Request for Proposal requesting the development and implementation of an ongoing program utilizing volunteer assistance and monetary support. Proposals will be evaluated according to the following general criteria:

* **Impact:** Ability to significantly serve the needs in our community, with preference given to those programs that support our mission and/or focus on children and young adults in the foster care system
* **Strength of Partnership:** Ability for JLPB to build a collaborative relationship with your organization
* **Quality:** Proposals must outline a well-managed plan for the proposed volunteer program
* **Opportunity:** Degree to which the program effectively provides for involvement of JLPB members in a volunteer capacity, including any necessary training
* **Interest:** Appeal of the program to the JLPB membership
* **Sustainability:** Program demonstrates the potential for financial self-sufficiency following JLPB involvement.

Only proposals meetings the following eligibility factors will be considered:

* Program must take part in Palm Beach County, Florida, and be executed between September 1, 2015 and May 1, 2016 (program can run for multiple years, but each year will run September – May)
* Organization must be classified by the IRS as a 501(c)3, tax exempt organization
* RFP is completed in its entirety, with a clearly defined program request that includes measurable goals and assessments
* Program must have a volunteer component. Requests solely for funding will not be considered. Program funding can be used for program development, professional guidance, educational materials and/or public education. Applications will NOT be accepted for the following funding uses: fundraising, capital campaigns, endowments, individual requests, travel expenses, salaries, stipends, political activities or religious purposes.
* Program will not discriminate on the basis of sex, race, religion, color or national origin
* Program does not duplicate efforts of other community organizations/agencies.
* Organization or agency must designate one staff member as a contact person to work as Junior League liaison and facilitator for the program

**SUPPORTING MATERIALS**

In addition to the completed RFP, your organization must supply the following:

* IRS 501c3 letter
* List of current Board of Directors (include Director names, Board titles and company affiliations only)
* Current annual operating budget
* Most recent audited financial statement, if available
* Current proof of liability insurance, with JLPB named as an additional insured if program is selected
* Current volunteer policy or manual
* Detailed program budget and timeline as outlined in the application

**HOW TO APPLY**

Application must be completed in full and submitted to [rfp@jlpb.org](mailto:rfp@jlpb.org). If you have any questions regarding the application or the Junior League of the Palm Beaches, please feel free to email your questions to [rfp@jlpb.org](mailto:rfp@jlpb.org).

**PROGRAM SELECTION TIMELINE**

* Proposals due: December 1, 2014
* JLPB Board of Directors evaluate and vote: by February 10, 2015
* Recommended program(s) presented to JLPB membership: February 17, 2015
* Membership confirmation vote: by March 31, 2015
* Notification to applicants: by April 15, 2015
* Program planning: May 1 – September 1, 2015
* Program initiates: September 2015

**ORGANIZATIONAL INFORMATION**

* Organization Legal Name:
* Organization Nickname (if applicable):
* Address:
* City/State/Zip:
* Phone Number:
* Website Address:
* Executive Director/President:
* Has your organization received JLPB assistance in the past, through funding or volunteers? If so, provide the date(s) and describe the assistance received.
* To the best of your knowledge, are any JLPB members involved with your organization (board member, volunteer, staff, etc.)? If yes, please list names and roles:

**Program Contact**

* Name:
* Title:
* Phone Number:
* Email Address:

**Organization Mission Statement**:

**Please provide a brief history of your organization, including how many years the organization has been in operation.** (500 characters maximum)

**PROGRAM OVERVIEW**

Program Title:

Program location address:

Total annual volunteer hours:

Program budget:

**PROGRAM NARRATIVE**

* Please provide a description of the program (500 words)
* Is the program is new or existing for your organization? If the program currently exists, what have been the results to date, and how is your proposal an enhancement to the existing program?
* What community need does the program aim to address and how does your proposal provide a solution?
* How is this program different from others that exist (or address a similar issue) in the community?
* What other organizations, if any, do you partner with on this program?
* What type of leadership development and training opportunities will this program offer JLPB members? (i.e.a voting or non-voting position for a JLPB member on your Board of Directors, agency training programs that would be available to JLPB members)
* Why is the partnership between the Junior League of the Palm Beaches and your organization the right fit for this program? Please describe any additional benefits program participants and your organization will receive through a partnership with the Junior League of the Palm Beaches
* Is this a program you would be able to sustain after the JLPB initiates it and provides volunteer manpower and funding for a period of time?

**AUDIENCE**

* Please describe the target population of the program.
* How will you identify the target population for this program?
* How many individuals do you expect to serve through this program on an annual basis?

**OUTCOMES & IMPACT**

* Identify up to five primary measurable goals or outcomes for this program and identify the evaluation methods for each.

**VOLUNTEER NEEDS**

* What is the frequency of volunteer shifts needed to execute this program? (ie twice a month; once a week)
* During what days and times will the volunteer shifts be carried out? (i.e. Tuesday evenings from 6:00 – 8:00 pm).
* How many volunteers will be needed at each shift?
* How will JLPB volunteers be used to carry out your program? Please provide specific activity descriptions.
* What type of special training is needed or preferred for the volunteers?
* What is the role of your staff and/or other volunteers in planning and implementing the program?

**BUDGET**

* Total projected annual budget for this program:
* Of that, what portion are you requesting from JLPB?
* Would you accept partial funding?
* Please indicate how this money will be spent (attach a detailed proposed budget):
* What funding is already secured for the particular program, if any? List source of funding and amount.
* Providing meals, usually at retail cost, is one of our highest costs. Does the collaborating organization have access to donated or low cost nutritious food sources (such as the Palm Beach County Food Bank) that could be used for meals in the proposed program, if applicable?

**PROGRAM TIMELINE**

* Is your program one that can run indefinitely, or is it designed to be completed in a set number of years?
* Please attach a detailed program timeline, including information regarding the roles of JLPB volunteers and how your organization will train them, including time requirements per volunteer shift and any pre-requisite training or paperwork that must be completed prior to volunteering, such as background screening and finger printing. (Maximum two pages)