

## JUNIOR LEAGUE OF HONOLULU

### 2018 PR&D FOCUS PROJECT

### REQUEST FOR PROPOSALS

The Junior League of Honolulu (JLH) is pleased to announce the availability of a grant award of \$5,000 and assistance with implementation for a project which aligns with the current focus area of JLH. This grant will be funded through the Junior League of Honolulu's Community Assistance Fund to help grow existing, or seed new projects.

The JLH current focus area is aimed at combating homelessness; as such, funding priority and support would be given as follows to:

- A project that would help women, youth and/or children within the homeless population on Oahu.
- A project which includes a component for JLH volunteer involvement.

The following information should be included in the response to this RFP. The Proposal shall be no more than 4 one-sided pages.

#### A. **Proposal:**

1. **Summary of the Organization.** Include a brief history, mission, and major achievements;
2. **Community Need.** Include relationship of the project and the impact on at risk youth, literacy and education, and/or women's issues that contribute to combating homelessness or impacting the homeless community
3. **Program/Project Objectives;**
4. **Summary of Activities and Timeline;**
5. **JLH Involvement.** Describe how JLH volunteers might be involved with project. Please note that JLH members cannot help other organizations fundraise. Please be detailed in describing to what extent the JLH volunteers will be involved throughout the project and the nature of the participation. JLH can provide assistance via pre-scheduled group volunteer events ("Done in a Day" efforts), and/or offer specialized expertise based on the variety of skills and talents of our individual members.

6. **JLH and Community Partnership(s).** Describe, if any, current or past JLH partnerships. In addition, identify partners with whom you have worked in the past on homelessness issues.
- B. **Project Staffing** including an entire **Organization Chart.**
  - C. **Project Budget** including anticipated funds from other sources, if applicable.
  - D. **Additional Materials:**
    - **Internal Revenue Service determination letter;**
    - **Organization's Operating Budget;**
    - **Board of Directors List;**
    - **Proposal Contact Person:** name, title, email, and phone number.

Questions regarding information to be included in the proposal should be directed to Aileen Brennan, Vice President of Community, [CommunityVP@juniorleagueofhonolulu.org](mailto:CommunityVP@juniorleagueofhonolulu.org) .

**Deadline for Submittal:**

Proposals must be emailed to [CommunityVP@juniorleagueofhonolulu.org](mailto:CommunityVP@juniorleagueofhonolulu.org) by October 31, 2018.

**Timeline:**

- The Project Research & Development (PR&D) Committee will notify the 3 organizations selected as the finalists by November 7, 2018.
- On November 14, 2018, the 3 organizations will present at the JLH November General Member Meeting.
- The PR&D Committee, in conjunction with membership votes and Board approval, will announce the organization selected as the 2018 PR&D Focus Project on December 7, 2018.
- JLH will kick-off efforts to begin execution on the Focus Project with the selected organization in mid-December 2018, and the \$5,000 grant will be distributed by December 31, 2018.
- The Focus Project and organization will be celebrated at JLH's annual LUXE luncheon on April 6, 2019.

### **Expectations of Awardee:**

- Issue a press release publicizing the JLH grant award;
- Prepare a progress report for JLH due every 6 months, until the project is completed;
- Present their project to the JLH members at a meeting approximately one year from commencement of the project;
- Prepare a final summary of their project for JLH due December 31, 2019, or 1 month from the end date of the project, if applicable;
- Grant funds may only be used for the project listed in the proposal. The grant amount will be used for the purpose of the project over the period of December 7, 2018 through December 31, 2019, or the end date of the project, if applicable. Any grant funds unexpended or uncommitted at the end of the grant period must be promptly returned to JLH's Community Assistance Fund. The Grantee Organization agrees to return any unexpended funds that remain at the end of the grant period.