



NEW PROJECT PROPOSAL FORM

PURPOSE

Each year, the Junior League of Pelham participates in a number of on-going projects that provide meaningful volunteer opportunities for our Membership while serving important needs in our community. This project proposal process is designed to allow the JLP to address the changing needs in Pelham and surrounding communities, while giving Members an opportunity to share ideas about new partnerships and ways in which they would like to volunteer their time.

Any Active, Sustaining or Provisional Member may submit a new project idea for the upcoming League year by March 1, 2018. These projects should address an important community need and fit within one or more of the focus areas for the JLP - healthy families, education and Pelham improvement.

PART ONE: PROPOSAL OUTLINE/SUMMARY PAGE

1. **Summary Statement:** Briefly describe the proposed project and specify the role of the Junior League of Pelham in one paragraph.

2. **Project Proposal Information**

- A. Project Proposed Name: _____
- B. Potential Partner Organization: _____
- C. Sponsoring JLP Member: _____
- D. Anticipated funding: _____
- E. Proposed number of JL volunteers required: _____
- F. Anticipated length of project: _____

PART TWO: NEEDS ASSESSMENT

- 1. Explain the community need for this project.

- 2. Explain how this project specifically relates to one or more of the JLP Focus Areas (Education, Healthy Families and Pelham Improvement)



PART THREE: JUNIOR LEAGUE INVOLVEMENT

1. Volunteer Opportunities

- A. How do you see Junior League volunteers utilized in this project?

- B. Will other community volunteers be utilized to supplement volunteer numbers? How? Who will supervise their activities?

- C. Place/location where Junior League volunteers will be utilized?

- D. What times will most volunteers be needed?
____mornings ____afternoons ____evenings ____weekends ____flexible

- 2. Will the Junior League volunteers require any special skills for this project? If yes, please describe:

PART FOUR: PROJECT TASKS AND OBJECTIVES

Please list the project goals and necessary tasks needed to accomplish each goal. For each task, provide the approximate time it will take to perform the task (i.e. weekly, ongoing, or by a specific date and the approximate number of volunteer hours)



PART FIVE: FINANCIAL

1. **Proposed Project Budget.** (Please itemize)

Item	Total Budget	Requested of Junior League	Provided by Sources Other Than Junior League*
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

2. **Other Funding Sources:** Please list any in-kind or donated goods or services and state the value.

PART SIX: ADDITIONAL INFORMATION

If applicable, please provide any other relevant information to your project proposal that is not listed above.