

JUNIOR LEAGUE OF BEAUMONT PROJECT PROPOSAL GUIDELINES

1. Provide as much of the following information as possible.
2. Detailed project proposals must be submitted by **November 15** for consideration as a League project for the following fiscal year (June – May).
3. **Send all proposals for consideration to:**

**Junior League of Beaumont
ATTN: CAF CHAIR
2388 McFaddin
Beaumont, TX 77702**

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- 1. Name and Address of Requesting Organization**
Include name of person submitting proposal, position in organization, and all contact information.
 - 2. Describe Proposed Project**
Include name, description, project objectives, and plan of action, including timetable for achieving those objectives. How will the success of the project be measured?
 - 3. Identify Community Needs That Will Be Addressed by this Project**
 - 4. Describe Resources Needed**
List in detail all major resources needed, including funds, materials, personnel, volunteers, and staff/administration. What is the desired role of the Junior League, including administration of project, number of volunteers needed, when volunteers will be needed (including time of day/evening), and job descriptions.
 - 5. List all Organizations to be Involved in the Project; Identify Authority, Responsibilities, and Obligations of Each Organization**
 - 6. Outline Timetable for Termination of Junior League Involvement and Turnover to Community**
One-year contract preferred; multi-year commitment must be renewed yearly with membership approval.
 - 7. Supply the Following Information:**
 - a. Organization's purpose – taken from the Charter or Bylaws
 - b. List of current Board of Directors
 - c. List of current staff (if staff is large, list only those who will be involved in the administration/supervision of the particular project described in this proposal)
 - d. Copy of current budget showing sources of funding
 - e. Description of current volunteer program
 - f. Brochures and other printed materials describing organization's activities
 - g. Available data regarding clients served in previous twelve (12) months
 - h. Statement of 501(c)(3) tax-exempt status.