



## **Junior League of Ocala Community Impact Project Request for Proposal**

The Junior League of Ocala (JLO) is an organization of women committed to promoting voluntarism, developing the potential of women, and to improving the community through the effective action and leadership of trained volunteers. Over its history, the Junior League of Ocala has worked with the community to determine existing needs, to raise funds to meet those needs, and to design long-term projects that are financially sustainable. These projects are defined as Community Impact Projects for the League.

The Junior League of Ocala serves as both the initiator and the coordinator of projects, and provides start-up resources including funding and committed volunteers. It is our intent to identify and define the next Community Impact Project for the Junior League of Ocala through this request for proposal. The Junior League of Ocala seeks to hear what the pressing needs are in Marion County and what program may be put in place in order to address a particular need. The League brings volunteer power as well as practical experience in starting and maintaining successful nonprofit organizations and programs. It is looking to others in Marion County to bring their ideas and passion for how we can work together to build a better community.

### ***Our Mission:***

The Junior League of Ocala 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.

### ***Our Vision:***

The Junior League of Ocala envisions our community as a place where women and children have the resources and support to succeed in personal, family, social, educational and/or occupational endeavors.

### ***The Junior League of Ocala's Strategic Priorities:***

Foster the direct needs of women and children in the community through education, direct services and advocacy initiatives.

Create a sound and secure financial foundation built with a variety of short and long term funding sources.

Increase community and membership awareness of the value added by the Junior League of Ocala to the community through its accomplishments, current projects, and training and placing of community leaders.

Recruit and retain committed and diverse members devoted to fulfilling the mission of the Junior League of Ocala through all levels of membership.

**REQUEST FOR PROPOSAL (RFP) PROCESS:**

Our RFP process is intended to be easy and streamlined. We want you to be serious about applying, but we don't want you using all your time on this when it is better suited in fulfilling your mission. We would like you to address the questions outlined in the application form and submit your proposal as a Word document or PDF to the Junior League of Ocala at:

[juniorleagueofocala@gmail.com](mailto:juniorleagueofocala@gmail.com)

Or mail a hardcopy to:  
Junior League of Ocala  
ATTN: Community Impact Project Committee  
Post Office Box 5954  
Ocala, Florida 34478

The proposal whether mailed or emailed must be received by **5 PM (EST) January 13, 2012.**

The Junior League of Ocala will review all proposal submissions and will recommend for further consideration to the Junior League of Ocala membership qualified applicants on or before February 21, 2012.

The Junior League of Ocala may conduct one-on-one interviews with the qualified applicants. A time and date will be scheduled with applications.

The chosen applicant is expected to be announced on May 22, 2012. The League will notify all applicants if a delay should arise in the announcement date.

If you have any questions regarding this application or the Junior League of Ocala, please feel free to email your questions to [juniorleagueofocala@gmail.com](mailto:juniorleagueofocala@gmail.com).

**NOTICES:**

The Junior League of Ocala reserves the right to amend the dates, the requirements or withdraw completely the RFP at anytime. If this occurs updates will be posted on the Junior League of Ocala website [www.juniorleagueofocala.com](http://www.juniorleagueofocala.com).

All proposals and accompanying documentation will become property of the Junior League of Ocala and will not be returned.

The Junior League of Ocala reserves the right to award an applicant without further discussion of the proposals submitted. Therefore, each proposal should be initially submitted on the most favorable terms that the applicant can propose.

The Junior League of Ocala reserves the right to contact an applicant for clarification of its proposal.

**EVALUATION PROCESS:**

We will evaluate each application using the following criteria:

- (a) Furthers our mission and vision and align with our values and beliefs, while supporting the Strategic Priorities of our Strategic Plan.
- (b) Offers Junior League of Ocala members personal growth, through volunteer opportunities and training.
- (c) Offers the Junior League of Ocala the opportunity to form partnerships and/or collaborations in the community, and for the League's representation in planning and administrative capacities.

We are interested in projects that may require up to 2,500 volunteer hours each year in the next three to five years to build the program and have it work as its own community program without ongoing support from the League thereafter. This project should have a lasting positive impact on the community, addressing an unmet need.

**APPLICANT AWARDED:**

Upon announcement of the chosen applicant the Junior League of Ocala will work directly with the applicant to establish clear project goals and will develop a contractual form or memorandum of understanding that will be approved by the Junior League of Ocala.

## Application Form

<b>Organization:</b>		<b>Contact Name:</b>			
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Email Address:</b>			<b>Phone Number:</b>		

**Tell us about your organization. What is your overall mission?**

*3-4 paragraphs at the most, attach information materials such as brochures, if available*

**What specific project(s) do you need help with?**

*No longer than 5 pages – that addresses the following points:*

- A project description
- Goals and objectives
- Statement of the problem that will be addressed
- Target population addressed
- Project activities
- Key staff on your team involved
- How the project fits in to the Junior League of Ocala's mission, vision and focus

**What exactly would you like us to do for you?**

**Why do you believe our involvement is needed in order for your project to be successful?**

**Are you open to alternative approaches to meeting stated goals of your project?**

**How will you measure the results of this project?**

**Is this an enhancement to an existing project?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**Do you have any funds available for this project?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Maybe

If yes, please indicate your approximate funds currently available and any resources you expect to receive in the next twelve months that would go toward this project.

**Please attach the anticipated budget for the project.**

**Briefly describe the timeline and approval process.**

**Please include the number of decision makers and people who must sign off within your organization.**

Please provide 2-3 references we can call to discuss your organization:

<b>Name:</b>	
<b>Company:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Relationship to your organization:</b>	

<b>Name:</b>	
<b>Company:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Relationship to your organization:</b>	

<b>Name:</b>	
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<b>Phone:</b>	
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