



2018–2019 Community Improvement Project Request for Proposal

Thank you for submitting a proposal to the New York Junior League's (NYJL) seventh annual Community Improvement Project (CIP). Please note that we will only consider projects in Manhattan and that the NYJL will allocate a maximum of \$60,000 to the final project selected. The RFP closes on May 25, 2018, at midnight. Short-listed applicants will be notified in late May. If your organization is selected as one of our short-list applicants, you must be available to host a site visit for representatives of the NYJL the first weeks of June 2018. The site visit will take approximately one hour to complete and the focus is to show the work that will need to be completed.

Please answer all questions in their entirety and include your supporting documentation in your response package. You can submit your proposal to CIP@nyjl.org. If you have any questions, please send them directly to CIP@nyjl.org.

1. Please state the name of your organization.
2. Please provide your contact information (as the applicant).
 - a. Name:
 - b. Title:
 - c. Email Address:
 - d. Phone Number:
 - e. Mailing Address:
3. Please provide the address of the facility for which you are applying for the CIP grant.
4. Provide a detailed description of your organization, including the history, mission, and population served.
5. Please answer all the questions below to the best of your ability.
 - a. How is your organization funded?
 - b. Indicate what percentage is supported through educational grants, private donations, and/or other sources of funding (identify each individually).
 - c. Attach your most recent 990 form to this application.
 - d. Attach your most recent audited financials to this application.
 - e. Attach proof of your tax status to this application.
 - f. Attach a copy of your most recent annual report (if available) to this application.
 - g. Does your organization have permission to make improvements to this facility?
 - h. Do you foresee any reason why in the next 5 years this facility may be demolished, sold, foreclosed, or leased to a third party?
6. Please provide a list of your current Board of Directors, as well as key staff and the roles they play within your organization.
7. Please answer the following questions as thoroughly as you can at this point in time.
 - a. What is the current use of the facility that you are recommending for light renovations and/or improvements? How would these improvements help to further the mission of your organization and/or build capacity?
 - b. Outline exactly what work, together with the approximate cost per improvement activity, you would like done at your facility. Please include photographs of the current facility and the area you want improvement. PLEASE NOTE: A maximum budget of \$60,000 has been allocated to this project and will not be exceeded. Funding will not be applied to salaries, refreshments, etc.
 - c. Outline how the work you wish to do would utilize approximately 30 NYJL volunteers over 6 work days to complete the project. PLEASE NOTE: Any construction labor will be completed by

qualified construction professionals and not NYJL volunteers and should be accounted for in your cost estimates above.

8. Please answer all the questions below related to your organization's overall volunteering needs.
 - a. Aside from the CIP volunteers, does your organization have other opportunities to use volunteers on a regular basis? If so, describe the type of activities or services that volunteers could provide to your clients or staff.
 - b. Do you have a Volunteer Coordinator on staff? If not, how are your volunteer services (if any) managed?
 - c. Who would be the main point of contact for NYJL CIP volunteers?
 - d. If selected, we would work with you to determine a project schedule for our contractor and volunteers. Our contractor typically works during normal business hours and our volunteers typically work evenings (from 6:00 p.m. to 9:30 p.m.) and weekends (8:00 a.m. to 2:00 p.m.). Would you be able to accommodate these work shifts?
 - e. Would your organization be comfortable with the NYJL taking creative reign on the design specifics of the project, after initial brainstorming and need assessments are discussed?
 - f. Please indicate whether volunteers will be indemnified by your organization.
9. Please answer all the questions below related to how our two organizations align.
 - a. Please outline why you would like to work with the NYJL and include how you learned about the NYJL and this opportunity to work with CIP. Also indicate if you have worked with the NYJL in the past, and in what capacity.
 - b. How do you feel your organization's mission aligns with the mission of the NYJL (<https://www.nyjl.org/about/#our-mission>)?
 - c. Have you applied for the NYJL CIP previously? If so, in what year? How is this application different than in prior years? Please explain.
10. Please share any other information that you feel would be helpful for us to assess your organization and your application.

Thank you for your interest in working with the NYJL!