



JUNIOR LEAGUE OF ALBANY

Women building better communities®

REQUEST FOR PROPOSAL

Grants for Programs Addressing Hunger and/or Wellness in the Capital District

The Junior League of Albany: Who we are

The Junior League of Albany, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action of trained volunteers. Its purpose is exclusively educational and charitable.

The Junior League of Albany is proud to have been a part of our community for almost 100 years. Since 1917, we have implemented community projects, training and development initiatives that have impacted our members and the Albany community.

Over the last year, we conducted an intensive evaluation of community need, and have decided to focus our efforts for the next several years on alleviating food insecurity, increasing food access, and promoting child and family health and wellness in Albany. It is our goal to raise awareness of these important issues, develop programs to support these goals, and educate the community on nutrition and healthy lifestyles.

The Junior League of Albany: Grant-Giving Initiative

As we move toward our centennial year in 2017, the Junior League will be awarding grants of different denominations totaling \$100,000, to be distributed over the next three years. The focus of this grant-giving initiative is to address food insecurity and promote nutrition and healthy lifestyles in the greater Capital District. Organizations will be eligible for grants ranging from \$500-\$25,000.

Specific Criteria:

Applications will only be considered from operating organizations/agencies.

The Junior League of Albany will consider Proposals which meet the following requirements:

1. The proposed activity will benefit those most at-risk or underserved in the Albany community—especially women and children.
2. The applicant will collaborate with the Junior League of Albany to implement the program/project as appropriate, including;
 - a. The potential for providing volunteer opportunities for Junior League members when appropriate (board membership, done in a day volunteering activities, long-term projects, etc.).
3. The applicant will recognize the Junior League of Albany as a partner in the development of its program/project in all published materials, press releases, or other public announcements.

4. The applicant will propose activities for which there are:
 - a. Clearly established goals and objectives;
 - b. Feasible methods for attaining these goals and objectives;
 - c. A method of program evaluation;
 - d. A clear and adequate project/program budget, reflecting both expected income and expenditures;
 - e. A reasonable long range plan for self sufficiency and/or increasing local support;
 - f. Sufficient staff and/or volunteers to accomplish its objectives; and
 - g. People, knowhow and equipment, that are appropriate to the local situation and need.
5. The application must fit within one of the following program areas:
 - a. **Direct Food Relief** - The proposed activities will help make food available to people who cannot provide for themselves on a temporary basis or permanently. The program may also seek to increase access to healthy food and/or sustainable farming practices. Relief programs should also consider long-range solutions to the problems affecting such communities. Examples may include: food pantries, summer backpack programs, etc.
 - b. **Education** - The proposed activities will educate the community about local and root causes of hunger; and educate the community regarding nutrition and healthy lifestyle. Examples may include: nutrition health education, meal planning classes, conferences, etc.
 - c. **Woman and/or Child Health and Wellness** – The proposed activities will help to improve woman and/or child health and wellness. Examples may include: physical fitness classes, nutrition health education, cooking classes, etc.
6. The application should not exceed five pages (not including attachments), should cover all items listed under the heading “Application Process”, and must be submitted by the deadline of December 31, 2015 by midnight.
7. The program/project must fall within a 50 mile radius of Albany, New York.

Application Process:

The Junior League of Albany requests that you submit your Proposal no later than December 31, 2015 by midnight. Applications submitted after the deadline will not be considered. Proposals can be submitted via email to grants@juniorleaguealbany.org, or through The Junior League of Albany’s website at www.juniorleaguealbany.org. The Proposal must include:

1. Contact person and contact information.
2. Description of your organization, including:
 - a. Brief history of the organization
 - b. Brief description of the organization’s programs and services
 - c. Number of staff (full and part-time)
 - d. Number of volunteers
3. Description of the program/project, including:
 - a. Name of the program/project
 - b. Program/project area (Direct Food Relief, Education, Women and/or Child Health and Wellness)

- c. Statement of Need
 - d. Primary target population served (including the total number of unduplicated individuals to be served)
 - e. Geographic region served
 - f. Detailed description about the program/project's ability to alleviate the issue/need
 - g. Length of program/project term in whole months
 - h. Why your organization is uniquely qualified to operate the program/project
 - i. Description of how you will incorporate League member volunteers in the planning and/or implementation of your project
 - j. SMART Goals for the program/project (SMART Goals are Specific, Measurable, Achievable, Results Oriented, and Time-bound)
 - k. Amount requested
 - l. Describe how your organization will sustain the program beyond the grant period. List any secured and pending sources of funding for the program/project (provide name and amount)
4. The following attachments must also be included with your application as applicable:
- a. A detailed program/project budget (including revenues and expenses);
 - b. Copy of tax status letter;
 - c. List of Board of Directors with affiliations;
 - d. Copy of Organizational budget for the current calendar/fiscal year.

Review Process:

You will receive a written decision from the Junior League of Albany regarding your Proposal by March 30, 2016. The Junior League of Albany reserves the right to reject any Proposal that does not comply with the granting criteria or the application process. Incomplete applications will not be reviewed.

Reporting Process:

All grantees will be required to submit a report detailing the program/project's progress toward reaching stated goals and objectives as outlined in the grant request and financial information outlining the use of the grant funds within 30 days after the grant period ends. Reporting requirements will be provided to all grantees at the state of the grand period.

Additional Questions/Concerns:

If you have any additional questions concerning this RFP, please contact the Junior League of Albany at grants@juniorleaguealbany.org and check our Grants tab under the website (www.juniorleaguealbany.org). Thank you.