The Junior League of Charleston, Inc., 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.

**Done in a Day Project Proposal 2017-18**

In addition to year-long community partnerships, the Junior League of Charleston (JLC) offers "Done-in-a-Day" (DIAD) partnerships. DIAD supports local non-profit organizations by providing volunteers on a short-term basis for a one-time event. DIAD provides Junior League of Charleston members the opportunity to be involved in a variety of community projects to meet community needs with direct impact projects and allows members to use their diverse and wonderful talents to meet the immediate needs of the people of Charleston.

Projects should require 5 to 20 volunteers and 2 to 8 hours to complete. DIAD project proposals may request both volunteers and funding (up to $1,000 per project) or volunteers only. A representative from your organization must be present for all projects, specifically but not limited to at all times for projects with children. Organizations may submit multiple applications. Requests for DIAD projects to take place in November-January should be received by September 29, 2017. Requests for projects to take place in February-May should be received by January 19, 2018.

REQUIREMENTS:

1. Requires concentrated volunteer effort of 5-20 volunteers over a 2-8 hour time period
2. The project cannot involve fundraising for the organization
3. Requests may be made for volunteers and funding or for volunteers only
4. Requests for Done-In-A-Day Projects must be received by:

* September 29, 2017 (November - January projects)
* January 19, 2018 (February - May projects)

1. One copy of the organization's 501(c)(3) letter
2. Proof of liability insurance

Proposals may be submitted:

* electronically to [communityprojects@jlcharleston.org](mailto:communityprojects@jlcharleston.org)
* by fax to (843) 763-1626
* or by mail to:

Done in a Day, Junior League of Charleston, Inc.

51 Folly Road, Charleston, SC 29407

QUESTIONS?

Any questions about the application may be submitted to JLC by email to communityprojects@jlcharleston.org or by telephone to (843) 763-5284.

**Done in a Day Project Proposal 2017-18**

Please fill in the shaded areas. This application is designed to be completed on a computer. Note that each section allows for limited characters which include spaces, punctuation and numbers, and the boxes are pre-formatted to correspond with character limits.

**APPLICANT’S INFORMATION:**

|  |  |
| --- | --- |
| Name of Organization |  |
| Organization’s EIN (Non-profit ID#) |  |
| Mailing address, city, state, zip code |  |
| Physical address, city, state, zip code |  |
| President/Executive Director Name Email; Phone | ; |
| Contact Person for this Project Email; Phone | ; |

**PROJECT INFORMATION:**

|  |  |
| --- | --- |
| Project Title: |  |
| Project Date: |  |
| Project Start Time; End Time | ; |
| Location/address of the project: |  |
| Minimum # of volunteers; Maximum #: | ; |
| Briefly describe the project. |  |
| Scope of work to be done by volunteers: |  |
| Amount of funds requested, if applicable: |  |
| How will these funds be used? |  |
| Estimated number of people impacted by the project |  |

I understand and agree JLC volunteers will not be asked to: handle money, fundraise, transport people or goods, or serve alcohol.

Please remember to attach your organization’s 501(c)(3) letter and proof of liability insurance.