*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.*

**2018-2019 Done in a Day Project Proposal**

In addition to year-long community partnerships, the Junior League of Charleston (JLC) offers "Done-in-a-Day" (DIAD) partnerships. DIAD supports local nonprofit organizations by providing volunteers on a short-term basis for a one-time event. DIAD affords League members the opportunity to use their diverse talents to combat hunger and homelessness in the Lowcountry through coordinated, direct impact projects.

Projects should require five to 20 volunteers over the course of two to eight hours. 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 at all times, specifically, but not limited to, projects involving children. Organizations may submit multiple applications. Requests for DIAD projects to take place November through January should be received by October 12, 2018. Requests for projects to take place February through May should be received by January 11, 2019.

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:
* October 12, 2018 (November - January projects)
* January 11, 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
* 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 emailing communityprojects@jlcharleston.org or by calling (843) 763-5284.

**2018-2019 Done in a Day Project Proposal**

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 NameEmail; Phone |                     ;             |
| Contact Person for this ProjectEmail; Phone |                     ;             |

**PROJECT INFORMATION:**

|  |  |
| --- | --- |
| Project Title: |            |
| Project Date: |            |
| Project Start Time; End Time:  |           ;          |
| Location/address of the project: |            |
| Minimum number of volunteers; Maximum number: |           ;           |
| Briefly describe the project:  |            |
| Scope of work to be done by JLC 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.