



JUNIOR LEAGUE OF OAKLAND-EAST BAY, INC.

Women building better communities®

July 14, 2009

Dear Community Agency,

The Junior League of Oakland East-Bay, Inc. (JLOEB) is pleased to announce our 2009- 2010 application process for the following community opportunities:

DONE IN A DAY (DIAD):

What a difference a day makes! You have the wonderful opportunity of utilizing JLOEB's greatest resource: our members to assist your agency with projects and events that you are unable to staff on your own. Our Done in a Day Committee (DIAD) is designed to tackle short-term community needs of Alameda and Contra Costa Counties that require volunteers for a single day. JLOEB will provide up to 20 volunteers total, for shifts of 3 hours, over a maximum of one day. The activities most sought are those which directly support the JLOEB Mission of helping underserved children, specifically "hands-on" projects and events working with or for children.

COMMUNITY ENRICHMENT FUND (CEF): The CEF was created to allow JLOEB to contribute to the financial needs of community agencies located in Alameda and Contra Costa Counties. Grants will be awarded in the month of April 2010. Community Agencies are eligible to apply for and receive a Grant once a year, during JLOEB's fiscal year, running from June 1st through May 31st. Typically, we focus our grant giving to agencies that match our mission of helping underserved children in our immediate communities--with an emphasis on (but not limited to) school age children in Kindergarten through eighth grade. In addition, preference is given to agencies expanding services or creating new programs. We generally prefer not to provide funds for tuition, scholarships or general operating expenses.

In an effort to diversify our contributions to the many worthwhile community organizations in need, **you may apply for either DIAD assistance or a CEF grant; you may not apply for both.** Dual submissions will be disqualified from consideration.

The deadline to submit an application for Done in a Day (DIAD) is August 28, 2009 and the application for Community Enrichment Fund (CEF) is October 30, 2009. Please note: The deadline request for our DIAD community program is earlier to help us better plan our resources for the year. If you are in need of an extension, please contact me directly at communityprograms@jloeb.org.

JLOEB invites you to review the attached applications for specific requirements, deadlines, and additional information pertaining to each unique opportunity.

We look forward to hearing from you!

Sincerely,

Heather Hamilton
Community Program Director
Junior League Oakland-East Bay, Inc.



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2009-2010 Done in a Day Application

The Done in a Day Committee (DIAD) of the Junior League of Oakland-East Bay, Inc. (JLOEB) supports community projects which require the assistance of volunteers. JLOEB will provide a volunteer base for a maximum time period of *one day*. Typically, JLOEB provides up to 20 volunteers for 1-3 shifts of 3-4 hours each on any particular day.

If your agency would benefit from our DIAD services, please complete and return this form by August 28, 2009. Past DIAD projects have included, but are not limited to painting shelter interiors, organizing food drives and assisting at special events.

Name of Organization _____
Address _____ City _____ Zip _____

Contact Person _____
Title _____
Phone _____ Fax _____ E-Mail _____

Agency Focus _____

Event/Project Name and Description _____

Specific Date and Time _____

Event Location _____

Number of Volunteers needed _____ Shift times _____

Specific Job Volunteers will perform _____

Mail this application, by **August 28, 2009**, with your comments to:

Junior League of Oakland-East Bay, Inc.
Attention: Heather Hamilton, Community Programs Director
3730 Mt. Diablo Blvd., Suite 325
Lafayette, CA 94549
Phone (925) 284-3740/Fax (925) 284-5221
Email: communityprograms@jloeb.org
<http://www.jloeb.org>



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2009-2010 Community Enrichment Grant Application

Mail this application, by **October 30, 2009**, with your comments to:

Junior League of Oakland-East Bay, Inc.

Attention: Heather Hamilton, Community Programs Director

3730 Mt. Diablo Blvd., Suite 325

Lafayette, CA 94549

Phone (925) 284-3740/Fax (925) 284-5221/Email: communityprograms@jloeb.org

Name of Organization_____

Address_____City_____

Zip Code_____

Contact Person_____Title_____

Phone_____Fax_____

E-Mail_____

Grant Amount Requested_____

Agency's Fiscal Year Period_____

Has this agency requested financial assistance from the JLOEB within the last five (5) years?

No Yes

If yes, please detail request(s), include, dates, amounts, result of request:

If this agency has received previous JLOEB funding, please list the name of the project/program, the funding amounts and the date:



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2009-2010 Community Enrichment Grant Application

Please include and attach the following information with this Application (Be advised that any application missing any components of the criteria listed below will be viewed as incomplete and will not be given consideration in the selection process):

1. A brochure describing the purpose, history and programs of your agency. If you do not have a brochure, enclose a write-up describing the purpose, history and programs of your organization, allowing no more than one (1) paragraph for each.
2. Specify how your agency will use the funds requested. You must provide an itemized budget that provides specific dollar amounts for each objective.
3. Provide a current list of your Board of Directors and Officers, their addresses and phone numbers, as well as any pertinent affiliations.
4. One copy each of your agency's fiscal year operating budget for time periods covering this current year and for the previous year.
5. A record of your agency's funding sources specifying the approximate funding amounts for each source throughout the past two years.
6. Verification of your 501C(3), non-profit status.