



**2023 Decorators’ Show House Proceeds**

**Preliminary Application Instructions**

### INTRODUCTION

Thank you for requesting the 2023 Decorators’ Show House Proceeds Preliminary Application. The philosophy of the Show House proceeds is to offer a one-time funding opportunity for a project that fulfills a demonstrated need in the community and contributes significantly to the quality of life in Western New York. The Junior League Vision is “Women Around the World as Catalysts for Lasting Community Change”. In that spirit, we encourage initiatives that would benefit from this funding and that suggest the possibility of collaborations between community organizations to take full advantage of this opportunity.

Past Show Houses have funded the following projects and agencies:

* Providence Farm Collective
* A Playground for All in Chestnut Ridge Park
* Kleinhans Music Hall
* EPIC
* Compass House
* Theater of Youth
* The Buffalo Museum of Science Hall of Astronomy
* Child & Family Protective Services / Haven House
* Gerard Place
* The Darwin Martin House
* Jericho Road Ministries
* Massachusetts Avenue Project
* Torn Space Theater
* The Westside Bazaar

To ensure equitable review, your preliminary application must be prepared simply and efficiently with an emphasis on completeness and clarity of content.

**IMPORTANT: Incomplete responses or responses that are not prepared in accordance with the requested preliminary application format will be eliminated from the evaluation process**.

Please follow the written guidelines explicitly and keep the following key points in mind while preparing your preliminary application:

* Total funds available under this Request for Proposals (RFP) are **$175,000**. Please do not request more than this amount.
* All Preliminary Applications **must be received by 5:00 p.m. on December 1, 2023** via email to **jlbproceedschair@gmail.com**.
* **Preliminary Applications received after this stated date and time will not be considered.**
* The Junior League of Buffalo and The Buffalo News reserve the right to award one or more grants based upon the quality of proposals received.

#### THRESHOLD CRITERIA

**The applicant must demonstrate all of the following criteria to be eligible for consideration:**

* The selected project must fulfill a demonstrated need in the community and contribute significantly to the quality of life within Western New York. Priority given to projects that:
  + provide long term impacts on the community (social, economic, educational, historic and/or cultural);
  + strengthen or enrich family and/or community life; and
  + incorporate the use of volunteers.
* Decorators' Show House proceeds may not be utilized to fund endowments, staff positions, or operating expenses.
* The applicant must be an IRS registered 501(c)(3) not-for-profit organization, with an established track record of viability. Applicants invited to submit a final application must submit the following with the final application:
  + two most recent fiscal year-end financial reports;
  + most recent interim report; and
  + current year’s budget.
* The project must have a defined timeline and the Decorators' Show House proceeds must be used within two years of receipt; a complete budget of the project must be submitted with the final application.
* Should the project require additional funding other than Decorators' Show House proceeds, it is required that such funds be in place or secured so as not to affect the project timeline. Documentation of these funds (commitment letters) will be required with the final application.
* The proposal must contain a plan for long-term operation of the project. The organization’s Strategic Plan, which includes the proposed project, will be required with the final application.
* The project must contain a provision for permanent recognition of the Junior League of Buffalo and The Buffalo News. A marketing and recognition contract must be agreed upon and signed prior to disbursement of project funds.
* Recipients of the last three Decorators' Show House proceeds are not eligible beneficiaries.

### DETAILED PRELIMINARY APPLICATION INSTRUCTIONS

**Response Formatting Requirements:** Please follow the guidelines below when preparing your Preliminary Application responses:

* All projects are required to present applications using the same headings and categories as outlined in the application to ensure a fair, equitable, and timely evaluation.
* Information should be submitted on the attached forms and all questions should be answered only in the space given.
* All preliminary applications should be prepared in no less than 10-point Times New Roman font.
* Applications must be submitted via email to jlbproceedschair@gmail.com.
* **The Junior League of Buffalo and The Buffalo News reserve the right to reject any and all preliminary applications submitted that fail to conform to the above requirements.**

**Preliminary Application Proposal Submission:** Completed preliminary applications may be submitted **via mail** and must be **received by 5:00 p.m. on December 1, 2023** for consideration. Any preliminary applications received after this stated date and time will not be reviewed.

**Preliminary Application Review:** The Decorators’ Show House Proceeds Committee will thoroughly review all preliminary applications that meet all stated criteria submitted by the above deadline. Applicants will be informed by December 20, 2023 as to whether the Junior League of Buffalo will accept a final proposal on behalf of their project. Applicants invited to submit a final proposals must do so by 5:00 p.m. on January 19, 2024.

**Additional Information:** Please direct any questions regarding the 2023 Decorators’ Show House Proceeds process to Kelsey Habermehl via headquarters at (716) 884-8865 or jlbproceedschair@gmail.com.

**2023 Decorators’ Show House Proceeds**

**Preliminary Application**

**Please Note:** All responses must be prepared in no less than 10-point Times New Roman font and responses should be limited to the space given. **Preliminary applications that do not conform to the specified directions and space allocations will be eliminated from consideration.** Preliminary Application Packages should not total more than three (3) single-sided pages excluding the required IRS Determination Letter and Board of Directors Attachments.

###### *Part A. Organizational Information*

Name of Organization:

Address:

City: State: Zip:

Executive Director:

Contact Person/Title (if different than Executive Director):

Phone: Fax:

E-Mail Address:

Year Organization Was Founded:

###### *Part B. Financial Information*

Annual Operating Budget:

Last Fiscal Year Surplus/Deficit:

Accumulated Surplus/Deficit/Net Worth/Equity

***Part C. Grant Request Information***

One Sentence Summary of Request:

Amount Requested from JLB: Total Project Cost:

###### *Part D. Authorized Signature*

Signature of Authorized Official Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Authorized Official Title

***Part E. Required Supplemental Information (please answer as succinctly as possible)***

**E.1 Please state the mission of the Organization.**

**E.2 Describe the project, how the funds will be used, sources and uses of cash.**

**E.3 Briefly list anticipated outcomes and a timeline for this project.**

**E.4 Describe and quantify the beneficiaries of this project (i.e. number of individuals and geographic areas served by this project).**

**E.5 Please list any other funding sources approached for this project and the amount and status of these requests (i.e. approved, pending, declined). Please include any partners or collaborators.**

**E.6 Describe the role of volunteers in your Organization.**

***Part F. Required Attachments***

**Please submit the following with your preliminary application:**

* **Board of Directors / Trustees Listing**
* **Copy of the Organization’s IRS Determination Letter denoting 501(c)(3) Status**

**REMEMBER**

**Submit via electronic mail to jlbproceedschair@gmail.com  
by   
5:00 p.m. on December 1, 2023**