



CONNECTICUT JUNIOR WOMEN, INC.

REQUEST FOR PROPOSAL 2012-2016 AFFILIATION

MISSION STATEMENT

Connecticut Junior Women, Inc. is a volunteer organization of women with diverse talents who donate time, financial and moral support for the betterment of their local, state, national and global communities while providing opportunities for personal growth and leadership.

GENERAL INFORMATION

Founded in 1979, Connecticut Junior Women, Inc. (CJW) is a 501(c)3 organization with a membership of approximately 1,000 women and girls who are members of individual clubs in approximately 45 Connecticut communities. "Junior" membership is comprised of women ages 18 and older. "Juniorette" membership is comprised of girls ages 9-18.

CJW has sponsored scholarships, promoted the arts, worked in soup kitchens & shelters, supported international relief, started conservation programs, collected a multitude of items for donation to worthy causes and holds an annual statewide spelling bee. Our volunteer service has impacted families, youth, the elderly, veterans and many individuals with health issues.

In the last thirty-two years, CJW has given over \$27 million in monetary and non-monetary donations to community projects throughout the state. Over \$900,000 has been given to the following State Projects: Sudden Infant Death Syndrome (1978-80), Lupus Foundation (1980-82), Juvenile Rheumatoid Arthritis (1982-84), UCONN Children's Cancer Program (1984-86), Project Discovery (1986-88), Special Wishes, Inc. (1988-90 & 1996-98) UCONN Pediatric Pulmonary Program (1990-92), Beardsley Zoo Educational Center (1992-94), UCONN Craniofacial Team (1994-96), Roaring Brook Nature Center (1998-2000), Andrew Panettieri Burn Center at Bridgeport Hospital (2000-02), Time for Life (2002-08), and Covenant to Care for Children (2008-2012).

CJW Clubs are currently located in the following Connecticut communities:

Barkhamsted	Farmington	Mystic	Tolland*
Beacon Falls	Glastonbury	Newtown	Trumbull*
Berlin	Haddam	Orange	Vernon*
Bethlehem	Hebron	Oxford	Wallingford
Bristol	Litchfield	Shoreline (Clinton area)	Watertown
Cheshire	Lyme-Old Lyme	Simsbury	West Hartford
Cromwell	Marlborough	Southbury*	West Haven
Durham	Middlebury	South Windsor	Windsor
East Hampton	Middlefield	Stafford	Wolcott*
Enfield	Milford	Stamford	Woodbury*
Fairfield	Monroe	Stratford	

** indicates communities with Junior and Juniorette clubs*



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CRITERIA

Beginning in September 2011, CJW is accepting applications from qualified non-profit agencies to partner with us in providing service to Connecticut communities. This four year affiliation will begin in June 2012 and end in May 2016.

Eligible organizations must meet all of the following requirements:

- A non-profit, 501(c)3 corporation that has been in business for at least 5 years
- A human services mission
- An annual budget less than \$5 million
- Established program(s) serving residents of Connecticut (especially in areas where CJW clubs are located)
- Ability to provide opportunities for direct involvement by area CJW clubs (volunteering, in-kind donations etc.)

In the past, CJW has selected one agency as its State Project. This year CJW is accepting applications from individual agencies as well as collaborative applications from agencies with similar missions (referred to as “mission based” State Project). The support CJW provides will be both financial and in-kind. The financial support can be used for program and administrative expenses. Over the last 10 years, CJW has averaged \$25,000 - \$30,000 in annual combined financial support and in-kind donations for their selected State Project. The type of support from local clubs may vary based on the selected organization’s needs.

The agency(s) must serve a wide area of Connecticut residents, and ideal applicants will serve the same areas where CJW clubs are located. If an agency meets the criteria listed above but has a limited service area, it must submit an application with letter(s) of intent from other agencies that share their mission and serve other areas of Connecticut.

If a “mission based” State Project is selected by the CJW membership, the financial and in-kind support will be divided among the collaborative agencies.

CJW will deduct an administration fee not to exceed 10% from the monetary donations from individual CJW clubs to offset its expenses for supporting the State Project.

The selected agency(s) will agree to:

- Acknowledge CJW support (financial, in-kind, volunteering etc.) in its agency newsletters, annual report, website etc.
- Submit articles to local newspapers when selected as the CJW State Project and for each monetary donation from CJW. Copies of the articles must be provided to CJW within 30 days of publication.
- Provide periodic agency/program updates for CJW conferences/meetings at the request of the CJW Director or State Project Chairs.
- Appoint a representative to serve as a liaison to CJW State Project Chair(s) and CJW State Board.
- Utilize CJW State Project Chair(s) as liaison(s) to local CJW Clubs & CJW State Board.



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- Sign a letter of agreement for the above conditions.

IMPORTANT DATES:

Application due date:	Applications are due no later than November 30, 2011
Notification of finalists:	January 31, 2012
Presentations to CJW membership:	March 14, 2012 – CJW President's Dinner
Final selection:	May 5, 2012 – CJW Spring Conference

REQUIRED APPLICATION INFORMATION:

(Please type all information and submit by item number)

1. Organization's name, address, telephone number, facsimile number, website
2. Contact information (name, telephone, email address)
3. Length of time in business and concise history
4. Mission statement & description of the need/problem that the agency addresses
5. Current services & programs, service area, population served (including brief information on achievements & number of clients served annually)
6. Current Board list with affiliations
7. Current organization chart with list of key staff and turnover rate
8. Organization goals & brief description of how the organization measures success (evaluation plan)
9. Financial: 501(c)3 designation letter, latest audited financial statements, current financial statements, current budget, list of grantors and annual grant amounts
10. Describe what CJW's financial donation will support.
11. Describe opportunities for direct involvement by area clubs (volunteering, in-kind contributions etc.)
12. Describe how your organization learned of this RFP.
13. Letters of intent from collaborative agencies (if applicable)

CJW CONTACT:

Applications & questions should be directed electronically to:
Cjw_lta@yahoo.com

CJW WEBSITE: www.cjw.org