



... JUNIOR LEAGUE OF LITTLE ROCK ...
NONPROFIT CENTER

June 1, 2018

To Whom It May Concern,

Thank you for your interest in the Junior League of Little Rock Nonprofit Center. The vision of the Junior League of Little Rock (JLLR) Nonprofit Center is to produce greater community impact by equipping and sustaining nonprofit organizations with the resources and training needed to create positive social change and to build stronger communities in Arkansas.

The JLLR Nonprofit Center serves as a shared workspace for a diverse group of nonprofit organizations serving Arkansas communities. The JLLR Nonprofit Center helps organizations significantly improve their effectiveness and efficiency through cost savings, an improved office environment, higher visibility in the community, and increased collaboration with other resident organizations. These benefits strengthen core business practices, grow capacity by taking advantage of workforce trainings, and expand services to the community. The JLLR Nonprofit Center was created to influence positive social change and social entrepreneurship in our community.

The JLLR Nonprofit Center provides a desirable downtown location with seven office spaces offered at a below-market rate. The space will offer shared services such as Internet, office equipment, and utilities. The JLLR Nonprofit Center is housed on the third floor of the JLLR Building, a 3,431 square foot space which includes a conference room, resource center, kitchen and bathroom facilities, and a reception area. In addition, the JLLR Nonprofit Center has a Resource Center to foster organizational growth and capacity while enhancing the missions of resident nonprofit organizations.

Because of the limited space available, we have created an application process to ensure that all eligible and interested nonprofit organizations can be considered. We hope you will find this application packet informative and the overall process easy to maneuver. If you have questions, please direct them to us by calling 501-375-JLLR or by emailing nonprofitcenter@jllr.org.

Sincerely,

Christina Aleman
Chair 2018-2019
JLLR Nonprofit Center



APPLICATION SCREENING DISCLOSURE

Thank you for considering applying to the Junior League of Little Rock Nonprofit Center. Seven office spaces will be available ranging in size and number of desks. The cost of office space is determined per square footage at the time of a signed lease agreement. Interested nonprofit organizations must meet the requirements of the screening process. Once a nonprofit organization has been deemed eligible, they may be asked for an in-person interview. Please read below to learn about the application screening process. **If you have any questions, please contact the JLLR Office at 501-375-JLLR or email nonprofitcenter@jllr.org.**

Application and Screening Process:

- Application forms are offered to anyone who inquires about the JLLR Nonprofit Center.
- Applications are reviewed in the order they are received. Incomplete applications will not be reviewed.
- Applications will be verified within 10 business days. Information on the application must be verifiable, otherwise the application will be denied.
- The application process includes verifying income and resources, contacting current and previous landlords (if applicable), and obtaining a credit report, criminal records report, and public records report.
- All applicants will be notified in writing if they are deemed eligible and will be invited to move forward in the process.

SCREENING GUIDELINES

Complete Application:

- Applicants must provide the following documents:
 - a. Proof of 501(c)3 status
 - b. Copy of internal controls (i.e., audit)
 - c. Copy of governance structure (i.e., Board of Directors)
 - d. Employee credentials (i.e., Resume or Biography)
 - e. Operational budget
 - f. Strategic plan
 - g. Mission or Vision Statement
 - h. Copy of Business License
 - i. Signed Authorization form (see below) allowing verification of all application information including but limited to CBI report.
 - j. 2 Letters of Reference (i.e., Friend, Landlord, Business Partners, etc.)
 - k. Copy of valid U.S. federal or state-issued photo identification of applicant (i.e., driver's license)

Prior Rental History:

- Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords.
- Present and past rental history must be excellent and verifiable.
- We reserve the right to deny any application if we are unable to verify prior or current rental history.
- Exceptions: If the applicant does not have sufficient current or past rental history, or an established credit history for at least two years, (must have positive credit), their application may be approved provided an additional security deposit of two months rent is paid.

Sufficient Income/Resources:

- Net income of the organization shall be at least 3 times the rent (excluding utilities).
- Income/resources must be verifiable through funding contracts, current tax records, and/or bank statements.

Credit/Criminal/Public Records Check:

- All agencies will be verified through Criminal Bureau of Investigative Services (CBIS) and other sources. A positive credit history is required, and negative reports may result in denial of application. (If tenant has these already, submit them with this application)
- Applicants with adverse public records or prior evictions may be declined.
- Upon acceptance, all employees of the agency will be subject to a criminal background check. Any individual who has been convicted of a misdemeanor or a felony may be denied tenancy.



PLEASE ANSWER ALL QUESTIONS

Date of Application: _____

Move-In Date: _____

Office Space Requested (see Appendix A for options)

First Choice: _____

Second Choice: _____

ORGANIZATION INFORMATION

Organization's Name: _____

Federal Tax ID (FEIN) #: _____

Year Established: _____

501(c)(_) #: _____

Office Phone #: _____

Office Fax #: _____

Email Address: _____

Website: _____

Years in Business: _____

Facebook: _____

Key Contact: _____

Phone: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Landlord (if applicable): _____ Phone # (_____) _____

How long? From: _____ To: _____

Current Payment: _____ Current Lease Expiration: _____

Reason for Leaving: _____

QUESTIONS

Is your organization party to any pending lawsuits? Yes No

If yes, please explain: _____

Has your organization ever declared bankruptcy? Yes No

If yes, please explain: _____

Has your organization ever been evicted? Yes No

If yes, please explain: _____

How did you find out about the JLLR Nonprofit Center? [] advertisement [] word of mouth [] other _____

ORGANIZATIONAL STRUCTURE:

Please list the names of all employees who will assist in the day-to-day operations of the organization (attach additional sheet if necessary):

Name _____ Title _____ Phone # _____

Name _____ Title _____ Phone # _____

Name _____ Title _____ Phone # _____



DESCRIBE FULLY THE BUSINESS OPERATIONS AND YOUR ROLES (Attach additional documents as necessary)

Multiple horizontal lines for describing business operations and roles.

FINANCIAL INFORMATION

CREDIT REFERENCES:

Table with 6 columns: Name of Bank, Contact, Telephone, Acct Type, Account #, Balance. Includes dollar signs and blank lines for data entry.

Please provide pertinent operating statements for the last 25 months where possible

Describe your organizations legal and financial structure. Submit copies of all appropriate legal documents:

Horizontal lines for describing organizational structure and legal documents.

REFERENCES:

Table with 2 columns: NAME (LANDLORD (if applicable), VENDOR, OR OTHER BUSINESS REFERENCE) and TELEPHONE. Includes blank lines for data entry.

AUTHORIZATION:

I certify that the information given herein is complete and correct. The JLLR or his agent is hereby expressly authorized to verify the accuracy and correctness of these statements, to communicate with my employers, creditors and landlords, and to procure such other information (including credit reports) that it may require to evaluate this application at the time application is submitted and at any time in the future, with regard to any agreement entered into with JLLR. Any false information will constitute grounds for rejection of application, or JLLR may immediately terminate any tenancy entered into in reliance upon misinformation given on the application.

Signature and Date lines for two parties.

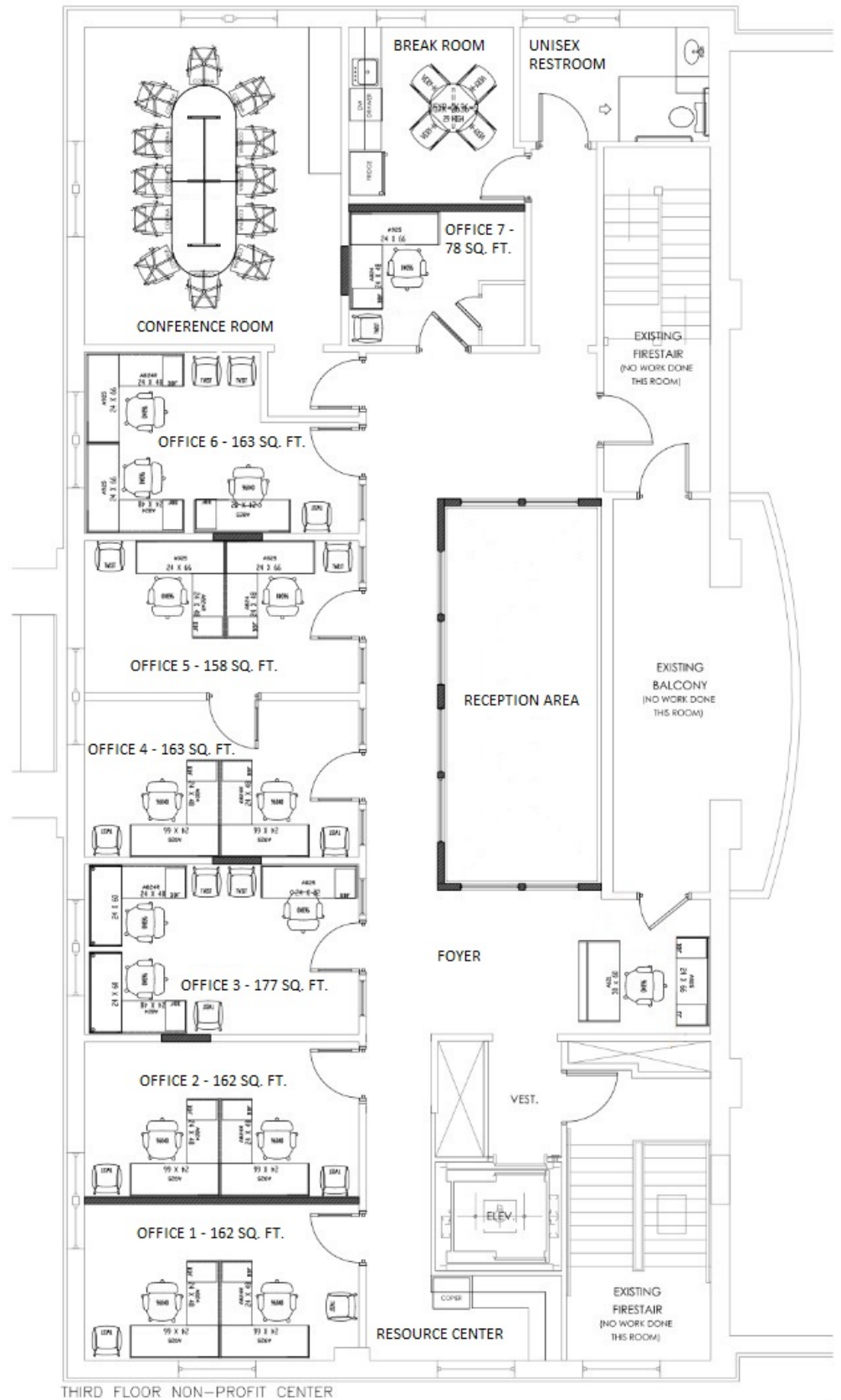
Please return the application either by mail or hand delivery to:

- Mail: 401 South Scott St., Little Rock, AR 72201
Hand delivery: Please call 501-375-JLLR to set up an appointment.



APPENDIX A - FLOOR LAYOUT PLAN

Office	Number of Desks	Square Footage
Office 1	2 Desks	162
Office 2	2 Desks	162
Office 3	3 Desks	177
Office 4	2 Desks	163
Office 5	2 Desks	158
Office 6	3 Desks	163
Office 7	1 Desk	78



THIRD FLOOR NON-PROFIT CENTER

Scale: 1/4" = 1'-0"