



## Lawyers Foundation of Georgia Challenge Grants Criteria and Application

Under the terms of its Articles of Incorporation and Bylaws, the Lawyers Foundation of Georgia (“the Foundation”) can distribute grants exclusively for charitable, scientific, or educational purposes and to make grants or loans to other corporations, associations or other organizations organized and operated exclusively for charitable, scientific, or education purposes in order to better enable such organization to enhance the system of justice, to support the lawyers who serve it and assist the community served by it, and for such related purposes as may be permitted to 501(c)(3) corporations which are organized under the Georgia Nonprofit Corporation Code. Because of restrictions imposed by the Federal tax laws, the Foundation cannot give or lend money to individuals.

The applicant understands and agrees that the application for funding, once received by the Foundation, becomes the property of the Foundation. In an attempt to coordinate grant fund distribution, information provided to the Foundation may be made available to other foundations, funding sources and organizations. In addition, the applicant hereby authorizes the Foundation to obtain information related to and status reports on funding requests the applicant has submitted to other Foundations, funding sources and organizations.

### GUIDELINES

1. The challenge grant program will match, dollar for dollar, up to an amount to be determined prior to award date, per Grantee, funds raised by Law Related Organization, State Bar Sections and Voluntary and Local Bars of Georgia for projects that meet the criteria set forth in this Application.
2. The Foundation shall, in decisions as among otherwise qualifying and meritorious applications for grants or loans, give preferential weight to: matters affecting residents of the State of Georgia and activities which would ameliorate widespread or recurrent serious conditions.
3. In making grants or loans, the Board of Trustees shall consider, *inter alia*, as factors entitled to weight:
  - whether the funds would be used to fulfill the purposes of the Foundation
  - whether the project duplicates other existing programs,
  - whether the project offers a multiplier effect for the Foundation's financial contributions; and
  - whether the proposed activity, if continuing in nature, might subsequently be supported by other funds.

4. The Foundation also considers funding for new and innovative programs which may be of an experimental nature and that need assistance in the form of "seed money."
5. No grant or loan shall be made to any organization of which any member of the Board of Trustees is an employee or contractor; provided, however, that service by a member of the Board of Trustees as a voluntary attorney with an organization shall not be deemed employment by that organization.
6. The Foundation is dedicated to the following principles: enhancing the system of justice, supporting the lawyers who serve it and assisting the community served by it through financial support of
  - The charitable activities of state, local and voluntary bars of Georgia, including bar sections and other law related organizations,
  - Education designed to enhance the public's understanding of the legal system, and
  - Access to Justice.

All grants must further one or more of these principles.

7. The Foundation will provide the Board of Governors of the State Bar of Georgia with an annual report containing a breakdown of each loan or grant made, its purposes, its amount, and the name and address of the recipient organization.
8. This Grants Criteria is valid and applicable for the 2009 Challenge Grants. If any changes are made to the grant making criteria, all applicants will be given an opportunity to amend their application to comply with the changes.

## **POLICIES**

1. The Foundation does not provide funds to be used for propaganda, lobbying activities or the election of public officials.
2. The Foundation does not participate in the establishment of or addition to endowments, or respond to mass appeal solicitations.
3. The Foundation will not fund operating expenses (i.e. utilities, administrative cost, etc.), unless these expenses can be directly related to a proposed project.
4. The Foundation will not pledge future income. No single grant will be made for more than 20% of the annual funds available for grants.
5. In general CLE programs will not be considered.
6. The Foundation reserves the property rights, copyrights and all other rights of reproduction with respect to any intellectual property for which service is provided as a condition of this grant.
7. All grant application questions and statements should be answered by all applicants.
8. Grants must be used strictly in accordance with the proposal and budget submitted to the Foundation. Any funds which are not expended must be returned to the Foundation.
9. The Lawyers Foundation of Georgia does not discriminate based on race, color, national origin, age, sex, religion, sexual orientation, disability or political beliefs.

## **SELECTION CRITERIA**

1. The subject of the grant must fall within the scope of the Foundation's mission statement.
2. The sponsors of the grant project must confirm the availability of funds from other sources to match the amount of the grant, or a plan for raising the funds.
3. Preference will be given to grant applications that:
  - a) State the specific short-term and long-term goals of the project that will be supported by the grant and how the accomplishment of these goals will be measured or otherwise verified.
  - b) Describe how the grant project is innovative or has previously proven effective.
  - c) Describe how the local bar entity or section intends to support and sustain the project (assuming it is effective)
4. Preference will be given to projects sponsored by bar associations and sections that seek to improve the delivery of legal services to the community, improve the quality of legal services to the community, enhance the availability of pro bono legal services in the community, or improve the community's appreciation of the positive role of lawyers in society.
5. Receipt of grant award is not a guarantee of future awards
6. Preference will be given to projects that expand the impact of limited resources, are designed to create programs that can be replicated in other communities or that create lasting institutions or programs.
7. Preference will be given to projects that serve geographic areas or constituencies that generally have limited legal resources and which generally do not attract funds from other bar foundations.

## **PROCEDURES**

1. An applicant may request a grant by completing the Grant Application Cover Sheet, and preparing an Application that meets the requirements listed below, and submitting 15 copies to the Foundation office in Atlanta. Hole-punched 8 ½ X 11 inch paper should be used. Do not bind the application in any manner. Requests may be accompanied by brochures or other materials about applicants, but such additional materials are not required. A group or organization may only submit one application in a fiscal year. (Fiscal Year – July 1 to June 30)
2. Applications for grants must be received by the Foundation by September 30, 2009.
3. The staff reviews proposals to determine if the grant complies with the Foundation's purposes and funding availability.
4. Applications are assigned to a Trustee(s) to review and evaluate to determine whether they fall within the Foundation's current areas of interest and funding priorities. Additionally, it is the function of the Trustees to determine in what amounts and under what conditions grants are made.
5. The Foundation will acknowledge the receipt of each grant application, and will direct the applicant to supply any additional information concerning the application that may be necessary.
6. The applicant will be notified of the action taken on the grant application by written communication by November 30, 2009.
7. Each proposal will be given the careful and objective consideration it deserves. Proposals may be withdrawn by the applicant and re-submitted at a later date.
8. If a grant application is approved, the Foundation will disburse the funds as follows: \$2500 or 25%, whichever is greater, will be paid out at the time of the award notice, and the balance upon written

proof of receipt of the matching funds by the applicant. In addition, the applicant shall provide to the Foundation office semi-annual progress and financial reports as required by the Board of Trustees, and a final report and evaluation of the project as required.

9. Challenge grants will be cancelable fifteen months from approval if the fund goals have not been achieved. The Grant Recipient may, however apply to the Foundation for a reduced award, in keeping with the matching funds the Recipient has raised.
10. The Foundation, at its discretion, may grant a six month extension if a grant has not been utilized within the 15 month period if it is determined that a good faith effort has been made to expend all funds.
11. The address of the Foundation is Lawyers Foundation of Georgia, 104 Marietta Street, NW, Suite 630, Atlanta, Georgia 30303. The telephone number of the Director is 404-659-6867. The Foundation can also be contacted via e-mail at lfg\_lauren@bellsouth.net.

## **GRANT APPLICATION REQUIREMENTS**

### **1. Overview**

Discuss this proposal's objectives, activities, target audience, method of achieving the objectives and the time-line by which this will be accomplished. Describe the benefits derived from the accomplishment of this proposal. Describe how this project will further one or more of the Foundation's stated goals.

### **2. Competitive Analysis**

List the agencies providing similar programs for the target audience. Discuss why your project is necessary in light of competing services or indicate if no such competition exists.

### **3. Financial Information**

A. Financial statements (preferably audited) for the last two years are required, or since the applicant was established, whichever is shorter.

B. The current operating budget is required.

C. A list of sources of funds from which the applicant received more than \$1,000.00 in the most recently completed fiscal year is required. Indicate which funds were used for subject project.

D. List Project Budget indicating (with an asterisk) which expenses would be funded by this grant request.

#### **1. TOTAL PROJECT REVENUE**

- a. Project Revenue
- b. Requested Funds
- c. Funded By Applicant
- d. Other Sources of Revenue

#### **2. TOTAL PROJECT EXPENSES**

Provide details.

#### **E. Challenge Funds**

1. Must be derived from sources other than the project grantee
2. Must be raised and dedicated specifically for the project in question
3. Must be applied only to the Foundation grant.
4. At least 50 percent of the funds must be received by the Grant Applicant subsequent to the receipt of the Grant Application by the Foundation.

F. Continuation

If your organization should receive a grant, how will the proposed project continue at the cessation of the Foundation funding? Describe future funding plans.

G. Please list any grants previously received from the Foundation, the amount received, and the time period of the grant.

H. A description of the auditing mechanism for accountability of funds is required.

**4. Evaluation**

A. To be prepared and delivered no more than 6 months following the completion of the project.

B. Must include a discussion of the project's success in meeting the stated objectives.

C. A written evaluation report of how the awarded funds were spent is required.

**5. Cover Sheet**

The attached cover sheet must be completed.