

# AUSTIN BAR FOUNDATION

816 Congress Ave., Ste. 700  
Austin, TX 78701

## Grant Guidelines and Proposal Requirements

### I. INTRODUCTION

#### The Purpose of the Foundation

The Austin Bar Foundation (ABF) is a non-profit, charitable foundation established to improve public awareness of the legal system, the administration of justice and the delivery of legal services through distribution of its funds.

#### Mission, Vision and Core Values

##### MISSION

The Austin Bar Foundation is the charitable arm of the Austin Bar Association and Austin legal community, and in partnership with the Austin Bar Association, strives to support and expand the provision of legal-related charitable and educational programs and services in Central Texas.

##### VISION

By offering an effective means for the legal community to engage in law-related philanthropy, the Austin Bar Foundation strengthens the profession by providing lawyers the opportunity to contribute to the quality and benefit of Austin and Travis County. Based on the belief that justice serves as the great equalizer in our society, we ensure access to justice by investing in legal aid and public interest organizations along with expertise, leadership and advocacy. We serve as a leader in our community. We maintain the highest level of commitment to the permanence of the Austin Bar Foundation and its work by building law-related philanthropy, providing and supporting legal services to low-income Texans, legal education programs, and assistance to lawyers in need.

##### CORE VALUES

**1. *Access to Justice***

Equal access to justice is central to our democratic society, integral to the efficient functioning of our justice system and a critical part of the safety net for the vulnerable in our society. We support the legal and non-legal community through our diligent grant making process and our on-going fundraising efforts in order to create a healthier and stronger community environment.

**2. *Service***

Our focus always centers on providing equal access to justice, public awareness and advocacy to the underserved and vulnerable as well as increasing public awareness of these needs through on-going education.

**3. *Accountability***

We are the conscientious stewards of the Foundation's funds to ensure that they are put to the best use. Our donors and the legal community have confidence in our due diligence process and know that their funds will benefit our designated community partners. Our sustainability is guaranteed through our growing endowment.

**4. *Integrity***

We maintain honesty in word and deed, civility in our interactions and communications, and demonstrate fairness to all. No conflict of interest.

**5. *Permanence***

We preserve the longevity of the Foundation and ensure our legacy through the continual growth in our endowments.

### II. GRANT CRITERIA AND GUIDELINES

#### Grantmaking Priorities

Applications will be accepted to achieve the following:

- Facilitate and expand the availability of legal services;
- Improve the administration of justice and the Travis County court system;
- Promote Public understanding of the law; or
- Provide assistance to lawyers in need.

Funding will be provided for start-up projects or on-going program support. Grants are generally made of up to \$5,000. However, circumstances may allow additional funds to be awarded depending on the nature of the grant request and availability of funds at the time. ABF will not commit, in advance, to fund a grant application for the same project on an ongoing, annual basis or for a multi-year term. A project may be considered on an annual basis if a new application is submitted for each project year. As a general rule, no project will be funded for more than two consecutive years, even if annual applications are made, although the ABF retains discretion to deviate from this criterion if exceptional circumstances are demonstrated.

### **Eligible Grant Applicants**

Legal aid and public interest non-profits providing services within the county of Austin are eligible to apply.

### **Length of Grant Award**

Generally, grant awards will be for a period not to exceed one year. The ABF may award renewal grants for projects that are on-going or take multiple years to accomplish. Grantees eligible for renewal will be required to meet and/or show significant progress toward the project's performance goals, as well as deliver the expected outcomes.

### **Limitations**

Grants will **NOT** be made in support of the following:

- Organizations which are not tax exempt as described in section 509 (a) (1) and 170B (1) (a) of the Internal Revenue Code
- Religious, political, propaganda or lobbying purposes
- Organizations whose primary function is to allocate funds to other charitable organizations or projects
- Projects outside of Travis County
- Loans
- Grants for the establishment of or addition to endowments
- Grants for fund-raising events
- Grants to fund operating expenses (utilities, administrative costs, etc.) unless such operating expenses directly support a proposed project
- Grants for personal projects or entrepreneurial projects.

### **Requirements**

Grant recipients are required to give recognition to the ABF on any printed or visual materials used in conjunction with the grant. Example: "This project was made possible through a grant from the Austin Bar Foundation."

All grant recipients must submit a report and accounting to the Litigation Section within one year of receiving the grant to identify the specific use of awarded funds, any written or published materials created with the funds, and the overall results of the project.

### **Deadline**

Applications must be sent to ABF no later than 4:00 p.m. on April 2, 2012. One copy of the application and attachments should be sent by mail to 816 Congress Ave., Ste. 700, Austin, TX 78701, OR e-mail (in PDF format) to delaine@austinbar.org. If submitting via e-mail, please request a return receipt. Applicants will be informed of the results of their grant application on or before May 15, 2012.

### **III. PROPOSAL REQUIREMENTS & CHECKLIST**

- \_\_\_\_\_ Application Form (see below)
- \_\_\_\_\_ Proposal (see below)
- \_\_\_\_\_ Current fiscal year's budget
- \_\_\_\_\_ Complete program budget
- \_\_\_\_\_ A list of all possible funding sources including the status of the request (i.e., approved, pending, date to be submitted, declined)
- \_\_\_\_\_ Previous year's financial statements (audited if possible)
- \_\_\_\_\_ List of the Board of Directors with affiliations
- \_\_\_\_\_ Copy of the current IRS determination letter indicating 501 (c) 3 status

# AUSTIN BAR FOUNDATION

816 Congress Ave., Ste. 700

Austin, TX 78701

## Grant Application Form

Date of Application: \_\_\_\_\_

Legal Name of Organization \_\_\_\_\_

Executive Director \_\_\_\_\_

Contact Person (if different from Executive Director) \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

President of Board of Directors \_\_\_\_\_

**PROJECT TITLE** \_\_\_\_\_

**TOTAL PROJECT BUDGET** \_\_\_\_\_ **AMOUNT REQUESTED** \_\_\_\_\_

*Briefly Describe Your Request for Funds:*

1) Is there a deadline for receipt of grant? \_\_\_\_\_

2) Is a matching grant appropriate and are you amenable to such a grant? \_\_\_\_\_

3) If your organization has received a grant from the Bar Foundation previously, please detail amount of grant and nature of program:

---

---

---

4) If this application is approved, would your Executive Director be willing to report to the Bar Foundation's Board of Directors? \_\_\_\_\_

5) Please list additional programs in Travis County of which you are aware that offer similar programs and services: \_\_\_\_\_

---

In the event that this application is approved for funding, applicant understands that the Austin Bar Foundation will require completion of a grant evaluation form.

Date \_\_\_\_\_ Signature \_\_\_\_\_

---

**DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.**

Date received: \_\_\_\_\_ Proposal # \_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_

# AUSTIN BAR FOUNDATION GRANT PROPOSAL

## Proposals Must Include

Proposals should be between two and five pages in length, and include the following information:

### 1. Organization Information

- Summarize your organization's history.
- State the organization's mission and goals.
- Outline current programs and activities.
- Highlight organizational accomplishments.
- Does the organization have any office/branches/affiliates/parents/programs, etc. outside of Travis County? If so, indicate what percentage of funding comes from outside and/or whether any monies raised in Travis County are used to support programs or defray expenses outside Travis County.

### 2. Purpose of Grant

- Describe the proposed program or project.
- Identify the needs, problems, and/or opportunities to be addressed. What are the challenges to the project? Who else in the specified area is addressing this issue?
- Identify the target population/geographic community served and how they will benefit. How will you reach this community?
- Explain how the project contributes to and/or impacts the community.
- What are the goals of the project? What methods will you use to achieve the objectives?
- Outline the key staff and volunteers' qualifications and experience critical to the project.
- Identify other organizations and/or partners participating in the project and their roles.
- Provide a timetable for the project.
- Identify long-term funding resources for the project. How will the project be sustained?

### 3. Evaluation

Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?