



# Foundation of the Federal Bar Association

## Chapter Community Outreach Grants

### Grant Application Processes and Procedures

#### Grant Guidelines

The Foundation will fund **community service or outreach projects that involve FBA Chapter participation**. Foundation grants are **not** meant to fund projects of other groups or organizations. The Foundation expects your Chapter to provide "hands on" help. For example, a grant would not cover giving money to the building fund for a law library, but might cover members going into a law library and refurbishing a room themselves. So make sure your application clearly outlines what involvement your Chapter members will have in the project, and meets the eligibility and evaluation criteria detailed below.

#### Grant Eligibility Criteria

1. A project that addresses the need for legal services in the community, *or*
2. A project that falls under any component of the Foundation's mission, which is to:
  - Promote and support legal research and education;
  - Advance the science of jurisprudence;
  - Facilitate the administration of justice; and
  - Foster improvements in the practice of Federal law.

For the purposes of these grants, "education" refers to programs directed to members of the community, and not continuing legal education for attorneys.

#### Application Requirements.

Your grant application must include the following documents:

1. Completed Grant Application Summary
2. Your Chapter's own attachment to Grant Application Summary, including the following information regarding your proposal:
  - Project Description
  - Objectives
  - Budget
  - Chapter Involvement with Project
  - Timeline
  - Method of Evaluation
  - Feedback Plan
  - Publicity
  - Chapter Involvement With Foundation and FBA



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### Grant Evaluation Criteria

Make sure all items in the Evaluation Criteria below are covered in your proposal. A grant application should not be overly lengthy, but *each of these criteria needs to be described in the proposal*. The reviewers specifically evaluate each of these criteria. For example, the proposal needs to state how or why the Chapter decided to do the project, how the Chapter members learned about the need, and how the Chapter selected the specific project. An abstract of the proposal should be included on the first page of the application in the Grant Application Summary; then attach your project description with all of the required information.

1. **Project Description.** Describe the community's need for the project and how the Chapter made the decision to support the project.
2. **Objectives.** Define the project, including the target population, objectives, expected benefits, methods of implementation and expected results. Please also describe corollary benefits to the Chapter, such as enhanced collegiality.
3. **Budget.** Define the designated budget, including:
  - Use of Foundation grant funding;
  - Source of other necessary funds; and
  - How other funds will be raised.
4. **Chapter Involvement.** Define the personal involvement of FBA Chapter members.
5. **Timeline.** Define the timeline for the project activities, and any plans for project support after the Foundation grant ends.
6. **Evaluation Process.** Define the evaluation process.
7. **Feedback Plan.** Define the plan for feedback to the Foundation of the Federal Bar Association by the local Chapter through the Follow-up Report, submitted at the conclusion of the program or not later than six months after the grant is awarded, including:
  - Financial report
  - Grant's anticipated impact on the community
8. **Publicity.** Define the planned local and regional publicity for the project.
9. **Chapter Involvement With Foundation and FBA.** Describe the Chapter's involvement with FBA and the Foundation.



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### General

Currently, the maximum Foundation of the Federal Bar Association grant amount is \$10,000. The number of grants funded and the amount of each grant is dependent upon the available funding and the number and quality of applications. The Foundation of the Federal Bar Association reserves the right to make the final decision on all applications.

The grant recipient is obligated to use the money for the intended purpose and must file the Foundation Grant Program Follow-Up Report at the conclusion of the program or not later than six (6) months after the grant is awarded. The recipient is encouraged to note in program materials that the program is funded by the Foundation of the FBA. If the grant is not used for its intended purpose, the recipient must return the grant money in full to the Foundation. The Foundation Grant Program Follow-up Report form should be included with the award letter when the grant money is forwarded to the Chapter. That form is also available on the website ([www.fedbar.org/foundation](http://www.fedbar.org/foundation)), and is included in this packet.

If your proposal is not awarded funds from the Foundation, you may re-apply for the next grant cycle. If your Chapter wishes to resubmit a project, review the eligibility and evaluation criteria from the Foundation carefully and, perhaps, include additional information to clarify the project.

### Grant Application Schedule

Grant applications are accepted twice during the Foundation's fiscal year and processed according to the following schedule:

Grant Application Due Date	Grants Awarded
June 15 <sup>th</sup>	August 31 <sup>st</sup>
December 15 <sup>th</sup>	February 28 <sup>th</sup>

Preference will be given to chapters that did not receive a grant the prior fiscal year. New chapters will not be eligible to receive both a New Chapter Outreach Grant and a Chapter Outreach Grant in a given year. The applications of new chapters which received a New Chapter Outreach Grant in the previous year will be reviewed as if they did not receive the New Chapter Outreach Grant.

**Please return completed application to:** Foundation of the Federal Bar Association  
1220 North Fillmore Street, Ste. 444  
Arlington, VA 22201  
Phone: 571-481-9100; Fax: 571-481-9090  
E-mail: [foundation@fedbar.org](mailto:foundation@fedbar.org)



# Foundation of the Federal Bar Association

## Chapter Community Outreach Grants

### Grant Application Summary

**FBA Chapter** \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ Evening Telephone: (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Name of project \_\_\_\_\_

Amount requested \$ \_\_\_\_\_ Amount, if any, contributed by sponsoring Chapter: \$ \_\_\_\_\_

Source and amount, if any, received from other sources: \_\_\_\_\_

**Abstract (100 words).** State briefly why you are applying for a Foundation of the Federal Bar Association grant and how you and others will benefit. Follow the Guidelines and Criteria:

\*Attach a separate page(s) addressing the Grant Evaluation Criteria.

The grant recipient is obligated to use the money for the intended purpose and to file a Foundation Grant Program Follow-Up Report at the conclusion of the program or not later than six months after the grant is awarded. If the grant is not used for its intended purposes, the recipient must return the grant money in full to the Foundation.

\_\_\_\_\_  
**Signature of Chapter Officer**

\_\_\_\_\_  
**Date**



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### Foundation Grant Program Follow-Up Report

Grant recipients are required to submit a follow-up report upon the completion of the grant term (typically 6 months, or 30 days after the completion of the project) and before subsequent grant applications will be considered.

Name of project \_\_\_\_\_

Grant award date \_\_\_\_\_ Follow-up submission date \_\_\_\_\_

Chapter contact person \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

*Share your story!* Your FBA chapter received a grant from the Foundation of the Federal Bar Association and now we want to know what you were able to achieve as a result. We may use these responses on our Web site, social media sites and various publications.

On a separate sheet of paper, please provide one paragraph for each section below.

- 1. Project Description:** Describe your project, especially any changes from your proposal. Tell us what a grant from the Foundation of the Federal Bar Association meant to you and your organization. Tell us how this grant benefited your community. Could this project be replicated by another FBA chapter?
- 2. Project Impact:** Give evidence of changes or improvements that you personally experienced and/or that you observed as a result of this project. What was the total number of individuals served by this project? What was the total number of FBA volunteers engaged? How was the program evaluated? Did this meet or exceed your project goals?
- 3. Final Budget Report:** Describe how you spent the funds you were awarded, explaining any differences from your proposed budget.
- 4. Future Plans:** Will this project continue? Where will the financial support come from?

We also strongly encourage you to provide a high-quality digital photo that visually describes your story, along with a brief caption, so that we may share your successes.

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**Chapter Member Signature**

**Date**

**After program is completed, please return follow-up report to:**

Foundation of the Federal Bar Association  
1220 North Fillmore Street, Ste. 444, Arlington, VA 22201  
E-mail: [foundation@fedbar.org](mailto:foundation@fedbar.org)