



Foundation of the Federal Bar Association Diversity Grants

Grant Application Processes and Procedures

Grant Guidelines

The Foundation may fund **educational, community service, or outreach projects or programs with a diversity focus that involve FBA Chapter, Section, Division, or member participation.** So make sure your application clearly outlines what involvement the FBA will have in the project or program, and meets the eligibility and evaluation criteria detailed below.

Grant Eligibility Criteria

The proposed project or program must be focused upon the elimination of bias or the promotion of diversity. Diversity refers to all manner of diversity, including race, gender, ethnicity, national origin, religion, age, sexual orientation, gender identity, disability, or any other unique attribute. It is strongly suggested that the project or program contain an education component.

Application Requirements.

Your grant application must include the following documents:

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



Foundation of the Federal Bar Association

Diversity Grants

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. An abstract of the proposal should be included on the first page of the application in the Grant Application Summary; then attach your project/program description with all of the required information.

1. **Project/Program Description.** Describe the project or program.
2. **Objectives.** Define the project/program, including the target population, objectives, expected benefits, methods of implementation, and expected results. Please also describe any corollary benefits to the FBA, 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. **FBA Involvement.** Describe the involvement of the FBA Chapter, Section, Division, or member.
5. **Timeline.** Define the timeline for the project's/program's activities, and any plans for 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 applicant through the Follow-up Report, submitted at the conclusion of the project/program or not later than 45 days after completion of the project/program, including:
 - Financial report
 - Grant's anticipated impact
8. **Publicity.** Define the planned local and regional publicity for the project/program.



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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 submit the Foundation Grant Program Follow-Up Report at the conclusion of the project/program or not later than 45 days after completion of the project/program. The recipient is encouraged to note in project/program materials that the project/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, Section, Division, or member. That form is also available on the website (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 you wish to resubmit a project/program, review the eligibility and evaluation criteria from the Foundation carefully and, perhaps, include additional clarifying information.

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 th	August 31 st
December 15 th	February 28 th

Preference will be given to applicants that did not receive a grant the prior fiscal year.

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



Foundation of the Federal Bar Association Diversity Grants

Grant Application Summary

Applying FBA Chapter/Section/Division/Member _____

Contact Person _____ Title _____

Mailing address _____

City _____ State/Country _____ Zip/Postal Code _____

Daytime Telephone: (____) _____ Evening Telephone: (____) _____

E-mail address _____

Name of project/program _____

Amount requested \$ _____

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 project/program or not later than 45 days after completion of the project/program. If the grant is not used for its intended purposes, the recipient must return the grant money in full to the Foundation.

Signature of Applicant

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 not later than 45 days after completion of the project/program and before subsequent grant applications will be considered.

Name of project/program _____

Grant award date _____ Follow-up submission date _____

Contact person _____

Telephone _____

E-mail address _____

Share your story! You 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/program, especially any changes from your original proposal. Tell us what a grant from the Foundation of the Federal Bar Association meant to you. Tell us how this grant benefited your community. Could this project/program be replicated by others?
- 2. Project Impact:** Give evidence of changes or improvements that were experienced and/or observed. What was the total number of individuals served by this project/program? What was the total number of FBA volunteers engaged? How was the project/program evaluated? Did this meet or exceed your 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/program 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.

Applicant Signature

Date

After project/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