



Foundation of the Federal Bar Association

Hurricane Harvey Disaster Fund Grant Request

Hurricane Harvey Disaster Fund Grant Application Processes and Procedures

Grant Guidelines

The Foundation of the Federal Bar Association is committed to serving the needs of FBA members and offering support to the citizens of Texas and Louisiana whose lives have been affected by the devastation wrought by Hurricane Harvey. The Foundation established the Hurricane Harvey Disaster Fund to support FBA Chapters, Sections, Divisions and Members— and local legal aid and other organizations—working to provide legal services to impacted communities in the aftermath of Hurricane Harvey. A committee will administer the fund and make sure applications meet the eligibility and evaluation criteria.

Grant Eligibility Criteria

Grant requests must be for disaster relief legal initiatives consistent with the Foundation’s mission 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.

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, if any
 - Timeline
 - Feedback Plan
 - Publicity



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Hurricane Harvey Disaster Fund 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/if other funds will be raised.
4. **FBA Involvement.** Describe the involvement of the FBA Chapter, Section, Division, or member, if any.
5. **Timeline.** Define the timeline for the project's/program's activities, and any plans for support after the Foundation grant ends.
6. **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 60 days after completion of the project/program, including:
 - Financial report
 - Grant's anticipated impact
7. **Publicity.** Define the planned local and regional publicity for the project/program.



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General

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 60 days after completion of the project/program. The recipient is encouraged to note in any 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.

Grant Application Schedule

Grant applications will be evaluated as soon as received and processed as quickly as possible.

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 Hurricane Harvey Disaster Fund Grant Request

Hurricane Harvey Disaster Fund 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 Hurricane Harvey Disaster Fund grant and how it will benefit Texas and Louisiana communities. 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 60 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 60 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