**The Ilene and Michael Shaw Public Service Award**

Made possible by the generous contributions of Ilene and Michael Shaw, the Federal Bar Association each year seeks to recognize the many public service programs sponsored by FBA chapters nationwide. Designed to assist and encourage members in providing service to their communities, the Ilene and Michael Shaw Public Service Award not only gives needed funds to continue such worthwhile efforts, but also provides $5000 of seed money to plan and implement public service programs. When applying for these grants, chapters should consider or take into account the following:

• The initial project shall be implemented for the upcoming fiscal year and can be extended to the following year.

• Chapters are urged to appoint an Awards Project Chair for a minimum two-year term to ensure continuity.

• Preferably, the project should have a nexus with the administration of justice and the federal courts.

• A follow-up report will be required from chapters granted the awards regarding how the award money was used and the success of the program.

• The grant will be based on the chapter’s ability to implement the project by securing matching and/or continuing funds in the event they receive the grant.

• Applicants and awardees will be eligible to apply again the following year for continuing funds if they successfully initiate a program in FY2017.

Chapters are encouraged to submit innovative programs and projects for consideration because each year the committee will select a model project for future years. In an effort to stimulate similar programs, the project documentation is available to other chapters upon request from FBA headquarters.

**DEADLINE FOR ENTRIES AND PRESENTATION OF AWARD**

**All submissions must be sent electronically to** awards@fedbar.org **on or before June 1st. In the event that any deadline herein specified is a Saturday, Sunday, or legal federal holiday, the next succeeding business day shall substitute for that specific deadline.** **Please do not send hard copies of the submission.**

The subject line of the email submission must be in the following format:

“**Shaw Public Service Award – *Chapter Name****”*

The award will be presented during the Annual Meeting and Convention. If the recipient is unable to attend, a representative may be designated to accept the award. Please contact the Federal Bar Association at (571) 481-9100 if you have any questions.

**The Ilene and Michael Shaw Public Service Award Application**

Please complete this form and attach additional sheets. Email a copy of your completed application to awards@fedbar.org.

**Chapter Name/Number of Members**

**Name of Submitting Officer**

**Address**

**City/State/Zip**

**Daytime Phone**

**Signature**

1. What is the title of the project or program for which the award is requested?

2. When is the project to be implemented?

3. Indicate names of the project or program chair(s) and others that will play a leading role in the implementation.

4. How many hours have chapter members already contributed to the program?

5. How many hours do chapter members plan to contribute to the program in the first year? In the second year?

6. Please describe in detail the project or program for which the award is requested.

7. How does the program or project interrelate with the administration of justice and the federal courts?

8. What is the chapter’s annual budget?

9. What is the budget for the program or project submitted?

10. What plans does the chapter have for maintaining and continuing development of the program or project over the next year?