



Federal Bar Association

CHAPTER ACTIVITY FUND

[LINK to the Chapter Activity Fund webpage](#)

Guidelines For Grant Requests

1. All requests for funds will be considered that meet at least one of the following objectives: (a) promote FBA membership and awareness, (b) serve the federal bar and bench, and (c) create and sustain legally-related educational or other pro bono projects and activities.
2. There are no limitations on amounts requested, but typical requested range between \$250-\$2,500. Consideration will be given to the amount requested in relation to available funds, the reasonable costs of the total program or project at issue, efforts at alternative fund raising, and funds used from other sources in addition to the CAF grant.
3. There are no restrictions on the number of applications a chapter may submit. However, consideration of a request may include consideration of the number, amounts, and uses of prior CAF grants along with the success of prior programs funded with CAF grants. In this regard, after the completion of a CAF-funded program, the recipient should report back on the success of the event in meeting the objectives described in paragraph 1 above.
4. Repayment of CAF grants is not required, but if the CAF is providing “seed money” for a profit-making venture, it is expected that if the venture is monetarily successful, repayment of all, or a portion of, the CAF grant will be a priority for the grant recipient.
5. If CAF funds become limited, then priority will be given to smaller and/or newer chapters and/or events, programs and/or activities which have not previously been funded by CAF grants.

Considerations in reviewing Chapter Activity Fund requests

In view of the original intent behind the implementation of the Fund, the Guidelines, the experience of the last several years, and in consideration of the fact that there may not be enough funds to fully meet all requests, the Activity Fund Committee hereby provides below some of the factors it will consider for reviewing, prioritizing, and granting requests. These are intended to be very flexible, and no significance should be attached to their order.

- Priority will be given to requests for seed money for projects, such as a seminar, with an anticipated repayment to the fund and a profit for a chapter.
- Priority will be given to projects that are for membership recruitment.
- Priority will be given to projects that are a one-time grant of money that then would become self-sustaining projects.
- Priority will be given to pro bono projects.
- Once a special event or activity has been funded, second requests for the same event will be given lower priority.
- Requests from smaller chapters may be given some priority over larger chapters in that this Fund may be the only source of funding for smaller chapters.
- The reasonableness of the request will be examined as to the total amount requested in relation to the Fund's budget and the reasonableness of the amount requested in terms of the project to be funded.
- The chapter's history as to the number, amount, and purpose of previous requests, as well as amount of repayment will be considered in a desire to spread the funds among as many chapters as possible.