

2008-2009
Georgia Bar Foundation
Grant Request Application

Your application package should include the following:

1. 25 copies of this application and possibly 1 additional page, front & back.
2. Only 1 copy of: A) Your latest audit B) Your latest I.R.S. form 990 C) Your I.R.S. tax determination letter
D) Grant Conditions Agreement E) Local bar association support letter if applicable.

Additional information can be supplied if fitted on the front and back of the one additional sheet in 1 above.

Date _____

Len Horton, Executive Director
Georgia Bar Foundation
104 Marietta Street NW, Suite 610
Atlanta, GA 30303
(404) 588-2239
HortonL@Bellsouth.net

Applicant [Organization] Name: _____

Address and Telephone Number: _____

Executive Director [Top Executive]: _____

Contact Person (if not Executive Director) _____

Internet Website Address: _____ Email: _____

Amount of Request (Rounded to \$100): _____

Total Project Budget: _____ Organization's Annual Budget: _____

Please indicate the primary nature of your grant request by circling only one number below:

[Please consult with the Foundation's executive director if you have trouble deciding which to circle.]

- | | |
|---|--|
| 1. Civil Legal Services for low income people | 2. Criminal Legal Services for low income people |
| 3. Children At Risk | 4. Adults At Risk |
| 5. Improve Justice System | 6. Law-Related Education |
| 7. Other Law-Related: _____ | |

IN ONLY ONE BRIEF SENTENCE, state the purpose for which funds are requested.

[State specifically the proposed uses of the money requested, e.g., "to fund one lawyer position to handle family law cases."
Limit your statement to the space provided below on this front sheet. **Do NOT continue on another page.**]

Is a local bar association actively involved in this project? ____ If so, attach letter of support.

Profile of Your Organization

Write a brief description of your organization. _____

What is your organization's overall mission? _____

Describe your client population demographically and geographically. _____

Personnel Information

Who are your staff members and what are their professional qualifications? _____

Who are your Board members? _____

Publicity: How will the grant be publicized if awarded? How will the Georgia Bar Foundation be recognized for this grant, if awarded?

Finances Section

2008-2009 Grant Application FINANCIAL BUDGET FORM

Applicant Name: _____

Fiscal Year: _____ To _____

Please provide a projected budget covering activities for the period of July 1 through June 30 of the grant year. The Funds Requested Column represents the grant project while the Total Budget is the budget for your entire organization. Please call Len Horton if you are not sure which numbers go where.

Budget Category	Funds Requested	Total Budget	Explanations
<i>Personnel Costs</i>			
Lawyers			<u>Lawyers</u> : This category should include all salaries and wages paid to attorneys, whether part-time or full-time.
Paralegals			<u>Paralegals</u> : This category should include salaries and wages paid to part-time and full-time employees who assist attorneys in legal research, checking court records, etc.
Other Staff			<u>Other Staff</u> : Should include wages/salaries paid to all other program staff, whether administrative, clerical, student, etc.
Salary Subtotal			<u>Employee Benefits</u> : Should include retirement, health and life insurance, worker's comp., and unemployment compensation.
Employee Benefits			
Personnel Total			
<i>Non-Personnel Costs</i>			
Space			<u>Space</u> : Should include rent, utilities and janitorial expenses.
Equipment Rental			<u>Equipment Rental</u> : Includes lease/rental of furniture, fixtures and equipment except telephones – and an estimate of maintenance costs for the equipment.
Supplies			<u>Supplies</u> : Includes paper, pens and other basic office materials.
Telephone			<u>Telephone</u> : Includes rental and long distance charges.
Travel			<u>Travel</u> : Must be directly related to program implementation.
Training			<u>Training</u> : Non-personnel costs associated with educational programs for staff. Includes per diem, registration fees, etc.
Insurance			<u>Insurance</u> : Includes professional liability insurance, property insurance (fire and theft), and liability insurance of property and automobiles.
Audit			<u>Audit</u> : Includes expenses associated with an annual audit.
Litigation			<u>Litigation</u> : Includes court costs, witness fees, expert witness expenses, sheriff fees, courthouse copying fees, etc.
Capital additions			<u>Capital Additions</u> : Includes equipment purchases and major, infrequent expenses, e.g., major renovation.
Contract Services			<u>Contract Services</u> : Includes payments to lawyers and consultants who provide legal and other contracted-for services. If any amount exceeds \$2,000 please put in a footnote.
Other			<u>Blank</u> : Three lines provided for different expenses to be named in your budget.
Non-Personnel Total			<u>Other</u> : Includes all program expenses not included above.
GRAND TOTAL			

List your three largest sources of financial support within the last three years.

Organization Name

Amount

How will this project eventually become self-sufficient? _____

Please indicate the quarterly breakdown of your planned spending of the requested grant award. **Each quarterly number should be rounded to the nearest \$100. Please make sure that the sum of your quarterly numbers equals the total requested on page 1.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<u>7/1/2008-9/30/2008</u>	<u>10/1/2008-12/31/2008</u>	<u>1/1/2009-3/31/2009</u>	<u>4/1/2009-6/30/2009</u>

Have any funds already been spent in connection with the requested project? Please list amounts and explain. _____

Is your organization audited by an outside accounting firm? ___ If so, please attach one copy.

What is the tax status of the applicant organization? _____. Please attach a copy of the IRS determination letter confirming this status and a copy of your IRS Form 990. The applicant has received prior grant awards from the Georgia Bar Foundation as indicated:

<u>Year</u>	<u>Amount</u>	<u>Project Name/Description</u>
2007-2008:	_____	_____
2006-2007:	_____	_____
2005-2006:	_____	_____
2004-2005:	_____	_____
2003-2004:	_____	_____

Note: The applicant agrees to sign and comply with the attached Georgia Bar Foundation Grant Conditions Agreement. The above questions and statements should be answered by the applicant, except that the State Bar of Georgia and its committees and sections need not furnish Profile, Personnel and Publicity information.

Grant request applications are reviewed at an annual meeting of the Board of Trustees in the first quarter [July 1-September 30] of the Georgia Bar Foundation's fiscal year [July 1-June 30]. **Applications (original and 25 copies)** should be received not later than 5 p.m. Monday, June 2, 2008. Bind your grant applications with a paperclip (no staples). Send only one copy of the IRS letter, IRS Form 990, the audit, and the Grant Conditions Agreement.

Applicant Signature and Date

Logic Model for					
Inputs	Activities	Outputs	Output Goals	Outcomes	Outcome Goals

**Additional Information Required
For
Domestic Violence Applicants**

1. Report the most recent year's number of people seeking services from your organization for the entire year and forecast the number to be served in the next year.

Recent Year _____ Forecast for Next Year _____

2. Of the most recent year's people served, how many with legal needs were not served because Atlanta Legal Aid/Georgia Legal Services or volunteer lawyers could not handle?

3. Were any of your clients needing TPOs (restraining orders) unable to obtain them? How many needed them and obtained them? How many wanted them but did not obtain them?

4. Number of attorney hours worked last year versus the number proposed for next year?

5. State the fixed reduced fee schedule including a fee cap.

6. What percent of legal cases were handled pro bono last fiscal year versus the forecast for the new fiscal year? This should reflect local bar association involvement.

7. Is your organization certified by DHR?

Proposed Funding by County

Write the percentage of the requested grant funds to be spent in each county.

%	County	%	County	%	County	%	County
	Appling		Dade		Jefferson		Richmond
	Atkinson		Dawson		Jenkins		Rockdale
	Bacon		Decatur		Johnson		Schley
	Baker		DeKalb		Jones		Screven
	Baldwin		Dodge		Lamar		Seminole
	Banks		Dooly		Lanier		Spalding
	Barrow		Dougherty		Laurens		Stephens
	Bartow		Douglas		Lee		Stewart
	Ben Hill		Early		Liberty		Sumter
	Berrien		Echols		Lincoln		Talbot
	Bibb		Effingham		Long		Taliaferro
	Bleckley		Elbert		Lowndes		Tattnall
	Brantley		Emanuel		Lumpkin		Taylor
	Brooks		Evans		Macon		Telfair
	Bryan		Fannin		Madison		Terrell
	Bulloch		Fayette		Marion		Thomas
	Burke		Floyd		McDuffie		Tift
	Butts		Forsyth		McIntosh		Toombs
	Calhoun		Franklin		Meriwether		Towns
	Camden		Fulton		Miller		Treutlen
	Candler		Gilmer		Mitchell		Troup
	Carroll		Glascok		Monroe		Turner
	Catoosa		Glynn		Montgomery		Twiggs
	Charlton		Gordon		Morgan		Union
	Chatham		Grady		Murray		Upson
	Chattahoochee		Greene		Muscogee		Walker
	Chattooga		Gwinnett		Newton		Walton
	Cherokee		Habersham		Oconee		Ware
	Clarke		Hall		Oglethorpe		Warren
	Clay		Hancock		Paulding		Washington
	Clayton		Haralson		Peach		Wayne
	Clinch		Harris		Pickens		Webster
	Cobb		Hart		Pierce		Wheeler
	Coffee		Heard		Pike		White
	Colquitt		Henry		Polk		Whitfield
	Columbia		Houston		Pulaski		Wilcox
	Cook		Irwin		Putnam		Wilkes
	Coweta		Jackson		Quitman		Wilkinson
	Crawford		Jasper		Rabun		Worth
	Crisp		Jeff Davis		Randolph		

Organization Name: _____

Please color or shade in the counties on the map below where your grant award will be spent.



Georgia Bar Foundation Grant Conditions Agreement 2008—2009

By signing this agreement as part of the application requirement to be considered for a grant award from the Georgia Bar Foundation, the grantee agrees to comply with the following provisions:

1. Applicant assures that it will restrict the use of IOLTA funds to law-related activities that are charitable or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code. It agrees that all received grant funds will be used for, and only for, the public, charitable purpose specified in the grantee's application as delimited in the grant award letter. Use of any portion of the grant funds and interest earned thereon for any other purpose or over any time period beyond the approved ending date must have the prior written approval of the Georgia Bar Foundation. Applicant understands that the Foundation may award greater or lesser amounts of money for longer or shorter periods of time than requested in the application. Any grantee which fails to comply with this item will be required to return all grant funds awarded for the current grant year.
2. The grant period is July 1, 2008, through June 30, 2009.
3. The Georgia Bar Foundation shall distribute approved grant awards quarterly. The actual distribution for each quarter shall be determined by preferences indicated in the grant application and the grant awarded, subject to any restrictions or conditions imposed by the Board of Trustees of the Georgia Bar Foundation. If the grantee wants changes to the quarterly distributions, please discuss with the executive director of the Foundation.
4. Grantee shall notify the Foundation's executive director as soon as possible, but not later than 30 days, after any material changes occur in the grantee's program during the period for which the grant is made. Examples of such changes include, but are not limited to, change of key personnel or contact person and telephone number; changes in tax status; questions raised by any organization such as financial auditors or governmental agencies, whether federal, state or local; change to the scope of activities of the organization; and any changes from the proposed budget or expenditures.
5. Any grant funds, including interest earned thereon, which are not expended or committed for the purposes of the grant within the grant period, shall be returned to the Foundation within 60 days from the end of the period unless an extension has been granted. To obtain an extension, the grantee must write a letter to the Foundation's executive director requesting an extension and explaining the reasons for the request.
6. Grantee will furnish two reports to the Foundation, comparing actual expenditures with anticipated expenditures as well as actual versus planned outputs (your organization's goals) and outcomes. The first report will cover the first six months of the grant period and the second report will cover the full year. The Foundation's executive director will announce the specific report deadlines.
7. Grantee may amend any line item of the approved grant budget only with the written permission of the Foundation. To obtain permission, write a letter to the Foundation's executive director explaining the need to revise the budget. Any one item change less than \$1,000 or any multiple item changes totaling less than \$1,000 can be made without permission of the Foundation so long as the change does not prevent the grant's purpose.
8. Grantee agrees to keep records of all financial receipts and disbursements of grant funds and, if requested by the Foundation, to make those records available for inspection by the Foundation during reasonable office hours.
9. A grantee which ceases to exist or operate or which abandons any program or fails to complete such a program funded by a Georgia Bar Foundation grant award shall immediately return all unused grant funds to the Foundation.
10. Grantee understands that the Foundation's award of one grant does not obligate the Foundation to make additional awards to the grantee in subsequent years. Furthermore, the Foundation may rescind funds already

approved but not yet distributed if the grantee fails to comply with any part of this agreement or if the Foundation is unable to make a distribution for any reason.

11. The Foundation reserves the property rights, copyrights and all other rights of reproduction with respect to any intellectual property produced as a condition of this grant award. Exceptions include confidential information about individuals being served as a result of the grant funds and internal planning documents of the grantee.

12. Grantee agrees to acknowledge the Georgia Bar Foundation as a funder in its written materials and internet websites. Grantee further agrees to furnish the Foundation copies of such materials upon publication.

Grantee Name _____

Signed By: _____

Title: _____

Date: _____