

# 2010-2011 Georgia Bar Foundation Grant Application Form

Your application package should include the following:

1. Electronic form submitted by CLICKING the Submit Form Button. (Call Len Horton or Carrie Raynor if you cannot use the electronic form.)
2. Please send a scanned attachment of the following: A) Your latest audit B) I.R.S. form 990 C) I.R.S. tax determination letter  
D) Local bar association support letter if applicable.

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

Date: \_\_\_\_\_

Applicant (Organization) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Executive Director (Top Executive): \_\_\_\_\_

Contact Person : \_\_\_\_\_

Internet Website Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Amount of Request (Rounded to \$100):** \_\_\_\_\_

Total Project Budget: \_\_\_\_\_ Organization's Annual Budget: \_\_\_\_\_

Organization's Total Set Aside Funds (in the event of curtailed revenues) \_\_\_\_\_

How many months of operation will Set Aside Funds cover? \_\_\_\_\_

Please select one box from the list below, which best describes the nature of your work?

Civil Legal Services for low-income people

Criminal Legal Services for low-income people

Children At Risk

Adults At Risk

Improve Justice System

Law-Related Education

Other Law-Related: \_\_\_\_\_

**In the space below**, state the purpose for which funds are requested.

(State what you intend to do with the money, e.g., "to fund one lawyer position to handle family law cases.")

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**

List significant staff members and their professional qualifications.

List significant 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 2010-2011 Grant Application Budget Form

Applicant Organization Name: \_\_\_\_\_

Budget Category	Funds Requested	Total Project Budget	Total Org. Budget	Explanation
<b><i>Personnel</i></b>				
Lawyers				Both full-time and part-time
Paralegals				Both full-time and part-time
Other Staff				All non-legal program staff
Benefits				Retirement, health/life ins, worker comp., etc
<b><i>Personnel Total</i></b>				
<b><i>Non-Personnel</i></b>				
Space				Rent, utilities, and janitorial expenses
Equipment Rental				Lease/rent furniture, fixtures, machines
Supplies				Paper, pens, other office materials
Telephone				Includes rental and long distance
Travel				Directly related to program implementation
Training				Educational programs for staff
Insurance				Professional liability and property
Audit				Expenses of annual audit
Litigation				Court costs, witness fees, copying fees, etc
Capital Additions				Equipment purchases; and renovations
Contract Services				Payments to lawyers and consultants
Other				All expenses not included above
<b><i>Non-Personnel Total</i></b>				
<b><i>GRAND TOTAL</i></b>				

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 7/01/2010-9/30/2010	Quarter 2 10/01/2010-12/31/2010	Quarter 3 1/01/2011-3/31/2011	Quarter 4 4/01/2011-6/30/2011	Total

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. If applicant has received prior grant awards from the Georgia Bar Foundation, please show in the table below:

Year	Amount	Project Name/Description
2009-2010		
2008-2009		
2007-2008		
2006-2007		
2005-2006		

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 should be received not later than 5 p.m. Monday, May 3, 2010. Email your grant application form electronically to CRaynor@Bellsouth.net. If you cannot make an electronic submission, please contact Len Horton or Carrie Raynor for additional instructions. Send only one paper copy of the IRS letter, IRS Form 990, and the audit.

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APPLICANT SIGNATURE AND DATE

**Logic Model for**

<b>INPUTS</b>	<b>ACTIVITIES</b>	<b>OUTPUTS</b>	<b>OUTCOMES</b>	<b>OUTCOME GOALS</b>

**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. Last Year's Attorney Hours \_\_\_\_\_ Next Year's Attorney Hours \_\_\_\_\_

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

6. Percent of legal cases handled pro bono last fiscal year \_\_\_\_\_ Percent forecasted for next fiscal year \_\_\_\_\_  
This should reflect local bar association involvement, if any.

7. Is your organization certified by DHR?

**Additional Information  
for  
Consideration**

Feel free to submit in the space below on this electronic page any additional information you wish considered with your grant application.

## 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			

## Georgia Bar Foundation Grant Conditions Agreement 2010—2011

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, 2010, through June 30, 2011.
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 by the amount 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: \_\_\_\_\_