

Houston Young Lawyers Foundation 2017/2018 Grant Program Guidelines and Application

GRANT PROGRAM PURPOSES AND SOURCES OF SUPPORT

The purpose of the Houston Young Lawyers Foundation ("HYLF") Grant Program is to support, promote and encourage charitable organizations and activities in the Houston-The Woodlands-Sugar Land metropolitan area as defined by the Office of Management and Budget (the "Greater Houston Area"). HYLF specifically provides funding for specified projects to be undertaken before the end of the 2018 calendar year related to:

- the furtherance of justice and legal education through the sponsorship and encouragement of legal research, publications, institutes and forums;
- the support of legal aid programs for the indigent or working poor and the optimization of aid grants from governmental and private sources;
- the support of youth through athletic and educational forums; and/or
- any other activity that will promote and aid an improved system for the administration of justice and the improvement of the Bench and Bar in the Greater Houston Area.

In considering requests for grants, the HYLF Board of Trustees requires that the programs for which the applicant seeks funds serve the people of the Greater Houston Area.

TYPES OF GRANTS

Grants may be awarded in one of the following forms:

- Award of the full amount of funds requested.
- Partial award of the amount of funds requested.
- Award of funds on a matching basis wherein HYLF will match funds up to a designated maximum amount in proportion to the grant recipient's ability to raise new funds from other sources.

ELIGIBILITY CRITERIA

Applicant organizations and funded charitable projects must serve and benefit individuals in the Greater Houston Area.

HYLF prefers to fund projects from non-profit organizations that are recognized as such under the Internal Revenue Code.

HYLF prefers to fund projects of limited duration. Grants will not be awarded to projects that require funding in excess of two years from implementation to completion.

HYLF funds may not be used to supplement or extend an organization's operating budget.

HYLF will not consider grant applications seeking funds to support ongoing projects (unless the funds will be used for a specific piece of such project where HYLF is the key provider of funds for such piece), general fundraising campaigns, capital campaigns, or dinners. If grant funds are sought for a specific piece of a larger project, the grant application must make it clear for which purpose grant funds would be utilized.

Projects must promote the purposes of HYLF, either in the area of service to the public or service to the legal profession.

HYLF prefers to fund new projects, or projects that will be substantially and substantively changed or enhanced through the application of HYLF funds. Grants will not be made to pay the costs of projects that will be completed before May 2018.

The minimum amount that must be requested for any individual grant application is \$500.00. The maximum amount that may be applied for in any individual grant application is \$10,000.00. Partial awards may be granted. Grants awarded typically range between \$3,500.00 and \$5,000.00

Grant awards must be administered by the applicant organization. Grants will not be made for the sole purpose of payment to third-party organizations.

ADDITIONAL CONSIDERATIONS

- Adequacy of the project to achieve the stated purpose.
- Applicant's ability to achieve objectives as evidenced by past performance.
- Number of community members who will directly benefit from the project.
- Relationship of proposed project to similar ongoing charitable outreach projects and community service events. Specifically, is the proposed project complementary, conflicting, competitive, or duplicative of other programs?
- Inclusion of a specific and fixed calendar framework for project phases and completion.
- Inclusion and reliability of an evaluation method for the effectiveness of the project.
- Application of all funds that are appropriate to the purpose of the project and already available to the applicant.
- Other sources of funding being approached and whether they are outright awards or matching funds.

- Disclosure of future funding needs and projected needs for staffing, administration and governance.
- Qualifications of the applicant's staff or project members.

PREFERENCES

HYLF prefers NOT to fund:

1. Galas or gala-like events, testimonial or fundraising events (such as luncheons or dinners), or advertising in programs or publications.
2. Organizations that in turn make grants to others.
3. Activities whose sole purpose is promotion or support of a specific religion, denomination, or church.
4. Honoraria for guest speakers or panelists.
5. Memorials for individuals.
6. Salaries or contracts for staff-type positions or needs.
7. Purchase of office equipment or other fixed assets.

Grants may not be made to fund projects outside the Greater Houston Area, however, the organization's service area may reach beyond the Greater Houston Area.

APPLICATION PROCESS

Grants will be made solely on the basis of written applications. All applications for funding will be reviewed by the HYLFF Grants Committee, which will recommend a slate of grant recipients for consideration by the HYLFF Board of Trustees. The HYLFF Board of Trustees possesses the sole authority to make grants. No member of the HYLFF Board of Trustees who is also a member of an applicant's governing board or who is directly involved in a proposed project as an administrator, staff member, or direct beneficiary may participate in voting on the applicant's proposal.

LETTER OF APPLICATION

HYLF will create an annual Grant Application Form and other pertinent documentation which applicants must use to submit proposals for grant awards. Applicants may submit more than one proposal.

OTHER SUPPORTING DOCUMENTS

A project timeline or schedule of activities must be included with the application.

Detailed and complete budget information for a proposed project must be presented as part of a Grant Application. If the use of funds from a grant is not immediately apparent from the detailed budget, applicants should provide an explanation of where such grant funds would be utilized. Applicants must provide HYLFF with the applicant organization's operating budget and year-end financial report from the prior year as part of the proposal. If requested, the applicant organization shall also make available to HYLFF copies of any additional audits of financial statements from prior years and disclose major sources of financial support.

CONDITIONS OF GRANTS

Grant recipients are required to recognize HYLFF in any printed materials or videotape and audiotape materials used or produced for projects that receive HYLFF funds. Such recognition should be noted as part of the applicant's proposal. Example: "This _____ was made possible by a grant from the Houston Young Lawyers Foundation."

Grant recipients must submit to the HYLFF Board of Trustees a written final report for projects funded by HYLFF grants not later than December 31, 2018. Written final reports should include a financial report on use of funds, and, when possible, copies of any marketing materials related to the projects that receive HYLFF funds, as well as pictures of the projects, when possible. If the project is ongoing as of December 31, 2018, the final report should detail the work conducted to date, as well as the anticipated work to be completed. The final report should also include a statement that no part of the funds received from HYLFF (i) inured to the benefit of any private individual; (ii) were used for the purpose of carrying on propaganda, or otherwise attempting to influence legislation; or (iii) were used to participate in, or intervene in any political campaign on behalf or in opposition to any candidate for public office. Failure to submit a written final report by December 31, 2018 will result in the organization being ineligible for any additional grants awarded in the 2018/2019 HYLFF Grant Program.

DEADLINES AND COMMUNICATIONS

The HYLFF Grant Program is conducted on an annual basis. The schedule for the 2017/2018 program is as follows:

1. Grant applications are due postmarked by Friday, March 16, 2018.
2. The HYLFF Grants Committee will review eligible applications and recommend a slate of grant recipients to the HYLFF Board of Trustees for approval at its regular meeting in April 2018.
3. The Board of Trustees will select grant recipients at its regular meeting in April 2018.
4. The HYLFF Grants Committee will issue letters announcing grant award winners in May 2018.

Grant applicants are advised to use these Grant Program Guidelines as a reference and checklist to ensure that all necessary information is provided with the original application package.

GRANT APPLICATIONS THAT DO NOT COMPLY WITH THESE GRANT PROGRAM GUIDELINES WILL NOT BE CONSIDERED. The HYL F Grants Committee may contact grant applicants if additional information is required, but the HYL F Grants Committee reserves the right to disqualify application packages from consideration if key budget or project application information is not included.

The staff of HYL F is available to assist with any questions about the application process or the information required in the application package. However, staff members will not provide opinions or make recommendations as to the likelihood of a proposal receiving a grant award.

All applicants will be notified in writing of the action taken by the HYL F Board of Trustees. HYL F is not responsible for notifying applicants whose application packages do not include valid contact information.

The HYL F Grants Program draws upon limited resources and cannot respond favorably to all requests. A decision not to provide funding should not be interpreted as a negative evaluation of a program or organization. HYL F staff and Trustees are not in the position to discuss reasons for declining a request with applicants, and HYL F will not provide critiques of proposals.

Application packages must be postmarked no later than Friday, March 16, 2018, and mailed to the following address:

**Grant Review Committee
Houston Young Lawyers Foundation
P.O. Box 61208
Houston, Texas 77208-1208**

Grant applications are also accepted in PDF form by electronic mail. However, all grant applications must be received by 5:00 p.m. CST on March 18 via electronic mail (tara.grigg.garlinghouse@gmail.com) in order for the HYL F Grants Committee Chairperson to send a receipt notification. If you do not receive a receipt notification, your application was not received. For additional information, please contact Tara Garlinghouse at (281) 381-6931 or tara.grigg.garlinghouse@gmail.com.

There will be a webinar via WebEx on **Monday, February 26, 2018 from 12:00 p.m. – 1:00 p.m.** where the HYL F Grant Committee will answer questions from potential applications. If you have never participated in a WebEx meeting you will need to download an extension for the browser of your choice on any device. There is a dial-in option for audio only where participants can listen to the presentation. Questions can be asked through WebEx or over the phone.

**WebEx meeting number: 921 965 351
Meeting password: JmG4pExe
Audio only dial-in: (888) 330-1716; 4021751**

Grant Application

Applicants may submit applications for awards ranging from a minimum of \$500.00 to a maximum of \$10,000.00. Applicants may submit more than one proposal. Partial awards may be granted.

Applicants must complete and/or submit the following information:

1. Name of Applicant Organization
2. Contact Information (Name, Address, Telephone Number, E-mail Address)
3. Project Title
4. Summary of Project
5. Project Goals including Performance Measurements
6. Project Timeline/schedule of activities
7. How will this project benefit the Greater Houston Area?
8. How will HYLFF funds be applied to the project?
9. Grant recipients are required to recognize the Houston Young Lawyers Foundation in any printed materials or videotape and audiotape materials used or produced for projects that receive HYLFF funds. Describe how HYLFF will be recognized for funds awarded to this project.
10. Grant recipients are required to submit a final report and budget for funded projects to the HYLFF Board of Trustees. The report will be due to the HYLFF Board of Trustees on December 31, 2018. Written final reports should include, when possible, copies of any marketing materials related to the projects that receive HYLFF funds, as well as pictures of the projects, when possible. Grant recipients who fail to submit a final report will be disqualified from consideration for future HYLFF grants for two grant cycles. Please identify the specific individual from your organization who will be responsible for submitting a final report to the HYLFF Board of Trustees.
11. Please attach a detailed and complete project budget with this application. Include the specific amount of funding requested. If the use of funds from a grant is not immediately apparent from the detailed budget, applicants should provide an explanation of where such grant funds would be utilized.

12. Describe other sources of funding that have been approached or will be approached related to this project.

13. Please provide HYLFF with the applicant organization's operating budget and year-end financial report from the prior year as part of the proposal. If requested, the applicant organization shall also make available to HYLFF copies of any additional audits of financial statements from prior years and disclose major sources of financial support.

Grant applicants are required to comply with the HYLFF Grant Program Guidelines. Please initial here confirming that the Guidelines have been followed in submitting this application. _____ (Initials Required)

The HYLFF Grants Committee may contact grant applicants if additional information is required, but the HYLFF Grants Committee reserves the right to disqualify application packages from consideration if key budget or project application information is not included.

Application packages must be postmarked no later than Friday, March 16, 2018, and mailed to the following address:

Grant Review Committee
Houston Young Lawyers Foundation
P.O. Box 61208
Houston, Texas 77208-1208

Grant applications are also accepted in PDF form by electronic mail. However, all grant applications must be received by 5:00 p.m CST on March 16th via electronic mail (tara.grigg.garlinghouse@gmail.com) in order for the Grants Committee Chairperson to send a receipt notification. If you do not receive a receipt notification, your application was not received. For additional information, please contact Tara Garlinghouse at (281) 381-6931 or tara.grigg.garlinghouse@gmail.com.