

## **2011-2012 GRANT APPLICATION PROCEDURES**

Information with regard to applying for a grant may be requested at any time. The deadline to submit an application is 5:00 pm on May 10, 2011. If May 10, is a weekend or holiday, the deadline is extended to the next business day. Grant decisions are expected to be finalized during May and announced in June.

For information regarding grant applications, please contact:

Sharley Allen  
7901 Royer Avenue  
West Hills, California 91304  
(818) 346-5069  
lloydsharley@aol.com

## **GRANT GUIDELINES**

### **GRANT PURPOSES**

The Valley Community Legal Foundation of the San Fernando Valley Bar Association, a non-profit corporation, funds law-related educational and charitable programs. Our mission, and the purpose of grants, is to: to support law-related programs that assist children, families, domestic violence victims and those in need; enhance community access to the courts; provide educational opportunities and scholarships to students who demonstrate an interest in law-related careers; recognize and honor the achievements of law enforcement and firefighters.

The Foundation makes a particular effort to fund a broad array of programs through our grant process. We support traditional legal service programs, and also encourage innovative approaches which respond to unmet needs.

Specific grant purposes include, but are not limited to:

1. Awarding scholarships to students at the West Los Angeles School of Law; California State University, Northridge; Pierce College and the Monroe High School Law and Government/Police Academy Magnet Program. Scholarships for students at other schools may also be considered.
2. Implementing new or enhancing existing programs in local schools and courts to prevent, reduce and resolve societal conflict. The tools for accomplishing this include using legal training, community organizing skills, contacts, and dispute resolution experience. Peer mediation programs are proven methods for teaching alternate ways of resolving disputes and for reaching peaceful solutions to conflicts. An example of peer mediation is having students mediate conflicts among other students.
3. Educating you and the community about their legal rights and responsibilities.
4. Furthering the delivery of legal services to the poor.

## ***GRANT GUIDELINES***

### **GRANT CRITERIA**

The Valley Community Legal Foundation of the San Fernando Valley Bar Association currently gives priority to programs and applicants meeting one or more of the following criteria:

#### **Programs which:**

1. Demonstrate innovative approaches or new ideas;
2. Have potential for independent continuity;
3. Demonstrate community support;
4. Avoid duplication of pre-existing services in the service area;
5. Address under served needs or populations;
6. Achieve broad geographic or demographic benefits;
7. Use challenge grants or other fund-matching arrangements to augment Foundation funds;
8. Emphasize or instill respect for the law;
9. If local, have potential for wider geographic applicability;
10. Serve or benefit the San Fernando Valley.

#### **Applicants who:**

11. Have a history of service reflecting clear ability to deliver quality services;
12. Demonstrate cooperative efforts between service providers in their area;
13. Request funds for programs rather than capital expenses;
14. Have sources of income in addition to Foundation funds.

#### **Exclusions:**

The Foundation will not make grants:

1. To political campaigns or entities designed primarily for political lobbying;
2. To support religious activities;
3. If the Foundation's tax exempt status would be jeopardized;
4. If the applicant fails to show fiscal responsibility and integrity; to individuals.

## **GRANT GUIDELINES**

### **DETERMINATIONS**

The Foundation will make funding determinations on the basis of a written application in a format prescribed by the Foundation. The Application forms and instructions are attached, and can also be obtained from the office of the Valley Community Legal Foundation of the San Fernando Valley Bar Association. The Foundation may, at its discretion, request supplements to the applications and make on-site visits or require an applicant to appear at a Board or Committee meeting.

Five copies of the application should be received by Sharley Allen, 7901 Royer Avenue, West Hills, CA 91304 by May 10, 2011, by 5 p.m.

#### **Applications will be reviewed by the Foundation's Grants Committee to assess:**

- a. The eligibility of the applicant to receive foundation funds; and
- b. The completeness of the application.

#### **Grant applicants must agree:**

- a. To submit grant requests in the prescribed format;
- b. To sign and follow the Foundation's Grant Assurances;
- c. To make their financial records open to review, upon request of the Foundation, during the application process and thereafter if a grant is awarded;
- d. That their applications, once received, become the property of the Foundation. The Foundation reserves the right to use any or all ideas presented whether or not an application is accepted for funding.

## **GRANT GUIDELINES**

### **AWARDS AND MONITORING**

#### **Grant Awards and Payments:**

Applications will be notified in writing by June 1, 2011, of the disposition of their grant application. All grants will be made pursuant to a written announcement by the Foundation of the recipient setting forth any terms and conditions of the grant award. The Directors will select the method payments (prepayments, installments, or reimbursement) on a case-by- case basis at the time of making the award.

#### **Monitoring of Grant Recipients:**

Grant recipients will provide the following information to the Foundation, on request;

1. Final written report of how the grant money was spent and the results achieved;
2. A written interim report, if requested, of how the grant money was spent and the status of the program;
3. A copy of the applicant's annual financial statement (preferably audited) for the year in which the grant was made, as soon as it becomes available;
4. Responses to any reasonable requests for further information by the Foundation.

#### **Further Information:**

If you have questions or require further information, please contact:

Sharley Allen  
7901 Royer Avenue  
West Hills, California 91304  
(818) 346-5069  
lloydsharley@aol.com



## APPLICATION - PART 2

The information requested below should be typed in the space provided or, where requested, on attached 8-1/2 x 11 paper. List applicant, date and question number to the Valley Community Legal Foundation of the San Fernando Valley Bar Association.

1. Describe applicant organization, including form of organization, (for example, corporation, partnership, unincorporated association) date established; and purpose(s). Attach a list of applicant's current officers and directors.

2. Title of Project:

Use up to one side of a separate sheet to describe the project and anticipated activities for which funds are requested. Include project objective and plan of action for accomplishing it, the needs met, geographic area(s) and population(s) to be benefited and a brief history of the requesting organization or program. Describe briefly your project's community support and indicate whether other organizations in your area perform the services your project seeks to perform or works with you on the services.

3. Relevant Dates for Project:

A. Anticipated Starting Date for Project:

B. Anticipated Ending Date for Project:

4. If ongoing, explain whether/how the project will continue to be funded after the Foundation funds requested are spent:

5. Briefly describe applicant's evaluation methods for (a) the project and (b) the financial accounting methods to be used to account for funds requested.

5. Operating budget and Budget for Project:

- A. Attach applicant organization's most current operating budget and audited financial statements for its last fiscal year. If an audit was not conducted, attach a financial accounting for the period, which has been certified corrected by the responsible financial officer.
- B. List below the project's estimated budget detailed by the major line items. If applicable, indicate which items are to be funded with the requested Foundation funds.

6. Funding for Project:

- A. Total funds needed for this project: \$\_\_\_\_\_
- B. Amount of funds requested: \$\_\_\_\_\_
- C. Anticipated other funding sources: (Please name)
- D. Competitive bids: attach or describe multiple or competitive bids obtained by the applicant for any project components or for any costs noted in answer 6.B above

8. List the dates and purposes of any prior applications for any Valley Community Legal Foundation of The San Fernando Valley Bar Association funds submitted by applicant within the past six (6) years.

## GRANT APPLICATION - PART 3

### ASSURANCES BY APPLICANT

Applicant assures that applicant:

1. Will restrict the use of Foundation funds to law-related activities and purposes that are charitable or educational within the meaning of Section 501© (3) of the Internal revenue Code, as amended, and which meet the purposes of the Valley Community Legal Foundation of The San Fernando Valley Bar Association:
2. Will not discriminate against any person on the basis of race, color, age, religion, sex, handicap or national origin in administering the programs or projects supported in whole or in part by this grant;
3. Will on request cooperate with all data collection and evaluation activities by the Foundation and give any authorized representative of the Foundation access to any copies of all financial records, books, papers or documents;
4. Will provide a copy of a program audit prepared within the previous two years if available or, in the alternative, a financial accounting which has been certified correct by the responsible financial official or your organization:
5. Understands and agrees that the application, once received, becomes the property of the Foundation which may use any or all ideas contained therein;
6. Will provide a final written report of how the grant money was spent and the results achieved within 90 days of completing the funded project and other interim reports on the project's status as requested by the Foundation;
7. Will, in any publicity regarding the project supported by the Foundation grant, state that the project was supported by the Foundation grant, state that the project was supported in whole or in part by a grant from the Valley Community Legal Foundation Of The San Fernando Valley Bar Association.

If the grant is not distributed or used within twelve months of its receipt, any undistributed or unused portion of the grant shall be returned to the foundation.

I have read these assurances and understand that if this application is approved for funding, the grant will be subject to these assurances. The applicant will comply with these assurances of the application is approved.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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