

**THE FOUNDATION OF THE ALEXANDRIA BAR ASSOCIATION**

**GRANT APPLICATION FORM**

**Name of applicant:** \_\_\_\_\_

**Address of applicant:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Name and title of contact person:**

\_\_\_\_\_

**Project name:** \_\_\_\_\_

**Amount requested:** \_\_\_\_\_

**Desired frequency of payments:** \_\_\_\_\_

**Desired date for start of grant payments:** \_\_\_\_\_

**Person to whom payments should be made:** \_\_\_\_\_

**Address where payments should be sent:** \_\_\_\_\_

\_\_\_\_\_

**Tax exempt eligibility: (attach copy of IRS exemption letter, if applicable)**

\_\_\_\_\_

If you have previously applied for grant funds from the Foundation, state the date of your application, describe the nature of the project you then proposed, state whether the application was granted or denied and, if granted, the amount of the grant:

Foundation grants are conditional upon (i) The Foundation of The Alexandria Bar Association being given recognition in any material printed by the applicant as part of a project funded by the Foundation and (ii) the execution by the applicant of the Foundation Grant Agreement (see Attachment B).

Please indicate whether you accept and agree to comply with these conditions in the event your application is granted:

- YES
- NO

This grant application must be accompanied by :

1. a brief written statement which responds to the information requested in Attachment A to this form, and
2. a copy of the most recent financial statement for your organization, if one is available

Together, the application form, the written statement, and the financial statement, if available, constitute the application documents. An original and three copies of the application documents must be filed with the Foundation of the Alexandria Bar Association at 520 King Street, Room 202, Alexandria, VA 22314.

For the criteria, procedures and other information applicable to this application, see Attachment C.

Application submitted by:

Name of applicant organization: \_\_\_\_\_

Person authorized to sign on behalf of applicant organization:

\_\_\_\_\_

Title of authorized person: \_\_\_\_\_

Signature of authorized person: \_\_\_\_\_

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

**THE FOUNDATION OF THE ALEXANDRIA BAR ASSOCIATION  
(Statement to accompany grant application form)**

Each Grant Application Form shall be accompanied by a written statement which:

1. Demonstrates that the applicant satisfies the eligibility requirements for a Foundation grant (see Attachment C, "The Foundation of the Alexandria Bar Association: Description of Grant Program");
2. Contains a complete description of the project for which grant funds are requested, which demonstrates the manner in which the project meets the criteria for a grant (see Attachment C, "The Foundation of the Alexandria Bar Association: Description of Grant Program") and includes the major goals to be accomplished by the project during the period it is funded by a Foundation grant;
3. Contains a budget for the proposed project which shows the projected project expenditures for personnel and non-personnel purposes;
4. Identifies the sources and amounts of funds other than the Foundation grant, if any, that are available for, or are needed for, the project;
5. Describes the manner in which the applicant intends to evaluate the project at the end of the grant year;
6. Describes the manner in which the applicant intends to publicize the grant, if it is awarded;
7. Identifies the directors and officers of the applicant organization; and
8. Sets out any additional information that the applicant believes could be useful to the Foundation in evaluating its application.

**THE FOUNDATION OF THE ALEXANDRIA BAR ASSOCIATION:  
GRANT AGREEMENT**

This agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2011, between the Foundation of the Alexandria Bar Association ("Foundation") and \_\_\_\_\_ ("Grantee");

WHEREAS, the Grantee has applied for a grant from the Foundation to help fund a project to be undertaken by the Grantee; and

WHEREAS, the Foundation has approved the Grantee's application and has agreed to provide a grant, during calendar year \_\_\_\_\_, (the grant's "Term"), to assist the Grantee in undertaking its project; and

WHEREAS, the Foundation has approved the Grantee's application, in part, upon the Grantee's commitment to adhere to the terms and conditions set forth in this Agreement;

THEREFORE, the Foundation and the Grantee have agreed upon the following:

1. The Foundation shall make grant funds in the amount of \$ \_\_\_\_\_, available to Grantee by making four installment payments of \$ \_\_\_\_\_ each to Grantee on or about January 1, April 1, July 1 and October 1 of the Term year.
2. Grantee shall maintain records and accounts, consistent with generally accepted accounting principles for organizations of its type, which will enable it to track and account for Foundation grant funds, shall allow the Foundation to review such records and accounts, and shall retain such records and accounts for at least a year following the end of the Term of the grant.
3. When requested by the Foundation, Grantee shall, as a condition of the receipt of any grant payment, provide such interim status reports as may be requested, in a form acceptable to the Foundation, which shall include the following information:  
Within 30 days of the end of the grant Term, Grantee shall submit a final report which describes the manner in which grant funds were expended, states the amount of grant funds that were not expended, provides a thorough description of project activities undertaken during the term, describes the extent to which project goals were accomplished, and identifies all audio-visual and literary projects and all publications resulting from the project.
4. Grantee shall give reasonable recognition to the Foundation in any written material that it prints or causes to be printed that pertains to the project which is funded by the Foundation grant.

5. Grantee shall return to the Foundation, within 30 days after the Term, all grant funds not expended during the grant Term.
6. Grantee agrees that the Foundation shall have the right to use, in any manner the Foundation deems appropriate, any publications, written materials or other intellectual property that is produced or procured, by the applicant or others, with Foundation grant funds.

IN WITNESS WHEREOF, the parties have executed this Agreement.

GRANTEE

THE FOUNDATION OF THE  
ALEXANDRIA BAR ASSOCIATION

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

## **THE FOUNDATION OF THE ALEXANDRIA BAR ASSOCIATION: DESCRIPTION OF GRANT PROGRAM**

**Eligibility Requirements:** To be eligible to receive funds from the Foundation, the applicant must:

1. Be an organization that qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue code of 1986, as it may be amended from time to time, or otherwise demonstrate the charitable, educational or public purpose of the applicant organization or of the project for which it seeks funding;
2. Represent that the organization and the proposed project will comply with all applicable law;
3. Submit all required application documents, as identified on the Grant Application Form, and provide any other information requested by the Foundation; and
4. Agree to execute the Foundation Grant Agreement (a copy of which is attached) which sets forth the terms, conditions and limitations of the grant award.

**Grant Award Criteria:** The primary objective of The Foundation of the Alexandria Bar Association is to conduct charitable and educational activities for the residents of the City of Alexandria. To that end, the Foundation awards grants to support projects that have at least one of the following purposes and that will primarily, if not exclusively, serve residents of the City of Alexandria:

1. The provision of legal services to indigent individuals;
2. Improvements in the legal system;
3. Improvements in the access of individuals to the legal system;
4. Improvements in the administration of justice; and
5. The provision of legal or law-related education.

**Grant Policies:** In considering requests for grants, the Foundation will adhere to the following policies and criteria:

1. The project funded must primarily, if not exclusively, benefit residents of the City of Alexandria or otherwise have a nexus with the City;
2. Grants will be made annually on the basis of applications from eligible organizations;

3. The Foundation will fund less than the project's total budget on the condition that the balance of the budget be raised from other sources;
4. A grant of "seed money" for a new organization or a new project will be considered where it is shown that the grant will provide an incentive for others to provide additional funding;
5. Priority will be given to existing organizations with proven records of accomplishment, fiscal responsibility and, where applicable, the demonstrated ability to raise fund from other sources for the initiation of new projects;
6. One-time requests for funds will be evaluated on the special needs of the applicant and the worthiness of the project; and
7. The Foundation will not make grants for:
  - a. Capital expenditures;
  - b. Duplicate or overlapping services;
  - c. Costs of receptions, entertainment, fund-raising and similar activities and events;
  - d. Activities intended to influence legislation;
  - e. Partisan political activities;
  - f. Projects supported by institutions of learning that are part of the institution's usual curriculum or that do not serve a significant non-student population; or
  - g. Deficits from projects or activities for which no prior grant has been sought or made.

**Filing and Award Procedure:** Grant applications usually will be considered only once each calendar year. Unless otherwise announced by the Foundation, applications must be filed by October 15 for a grant for the following calendar year. An original and three (3) copies of the application documents must be supplied. Application documents must be mailed or delivered by hand to:

**The Foundation of the Alexandria Bar Association  
520 King Street, Suite 202  
Alexandria VA 22314**

Applicants may be required to appear personally before the Board of Directors of the Association or a committee of the Foundation. It is anticipated that decisions on grant applications will be announced by December 1. Payments of grant funds will be made quarterly in most

instances, with the first payment made on or about January 1. Whether an application for grant funds is accepted or denied lies completely within the discretion of the Foundation's board of directors and will depend, in substantial part, on the availability of grant funds.

**Grant Condition:** Each grant is conditioned upon the recipient complying with the Foundation requirements regarding record keeping, reporting and monitoring which are set out in the Foundation Grant Agreement. Failure to comply may result in the rescission or termination of the grant.