

New York Women's Bar Association Foundation Grant Application

Date _____ Amount Requested _____

Name of Applicant _____

President or Executive Director/NYWBA Committee Chair

Contact person (if different from above) _____

Address _____

Phone _____ Fax _____

E-mail address _____

Please address the following issues:

1. Describe the mission of your organization or committee; include mission statement if available.

2. How many members does the applicant have at present? If not a membership organization, state the nature of the applicant and the number of employees, officers and board members, or provide an organizational chart that shows this information.

3. Describe the program for which the grant request is made as specifically as possible. Please include the need the program is intended to meet, specific goals, previous programs directed at the same need and why they did or did not succeed, potential numbers of audience (for in-person program) or participants, location, and other information that will assist the Grants Committee in its evaluation of the application. If the grant application is for a continuation of an existing program, describe the status of the program. Also, if the program is for legal education, please advise whether CLE credit will be awarded. Quantitative details will be most helpful.

4. Outline the timeline for your project, including planning and implementation.
5. Identify the personnel who will be involved and the responsibilities each will assume.
6. Are you aware of similar programs in the New York metropolitan area, or in other places? If yes, describe them and state how the proposed program will differ from or add to their services.
7. How will this program promote the mission of the New York Women's Bar Association Foundation?
8. Provide a complete itemized budget. Avoid general categories, *e.g.*, "marketing", in favor of specific descriptions with itemized amounts.
9. State what funds the applicant will contribute to this project. Identify other sources to which applications for funding for this project have been made, and the amounts of those requests. Identify with an asterisk those sources from which commitments have been received and the amounts. Outline how the balance of the needed funds will be secured.
10. How will you measure success?
11. Discuss the applicant's ability to sustain this project after the grant money is expended, if applicable.

12. Will the applicant make the results of its program available for other suitable organizations or committees to duplicate?

13. How will the applicant publicly acknowledge a grant from the NYWBAF?

Please return grant application and attachments to:

New York Women's Bar Association
Foundation Grants Committee
c/o Karen M. Mitchell, Esq.
NYWBAF
P.O. Box 2635
New York, NY 10108

Grant applicants will be notified by mail of the Committee's decision.