

## **New York Women's Bar Association Foundation, Inc. Guidelines for Grant Requests**

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The NYWBAF will award grants for innovative new projects and programs, and, where appropriate, continuations of innovative programs, that promote the mission of the NYWBAF, which is to: 1) eliminate gender bias and other forms of discrimination from the legal system and legal profession, 2) promote the social and economic equality, safety and well-being of women and children, and 3) address the unmet legal needs of women and children.

Creative use of the funds awarded will be important as will the leveraging of the funds with other financial resources. The NYWBAF will generally not approve funds for planning phases, marketing initiatives and logistics (transportation, speaker accommodations, etc.), subject to the Foundation's decision in particular cases that such expenses may be paid for with Foundation funds. In general, grants will not be made to help an applicant raise money or pay fees for services provided by third parties unless there is an excellent return on investment (monetary or otherwise), *e.g.*, a \$5,000 grant to raise \$25,000 or more, or \$500 for services provided by an event planner for an event that has a large-scale benefit to the community or promotes the mission of NYWBAF in an exceptional fashion.

New projects that act as pilots and have prospects for being continued will be favorably considered because of implications for organizational growth. The NYWBAF encourages grant applicants to share successful pilot programs with other organizations. It should also be noted that the NYWBAF recognizes that not all projects proceed as planned and that risk-taking can often have positive results. Consequently, the NYWBAF encourages grant applicants to "think outside the box."

The following guidelines have been developed to help grant applicants complete the process of grant application. While the application may seem long, the intention is to help you think through the project thoroughly and understand the elements necessary for a successful initiative. The information you provide the NYWBAF will help ensure that its allocations will result in effective use of available funds.

1. Grant requests must be made on the form provided and must be complete. Please do not leave any portion of the form blank. We cannot consider a grant submission without a detailed budget. Please type the form or duplicate it on your computer.
2. Applications by organizations require signature by the President or Executive Director of the organization. Applications by committees of the NYWBA require signature by the committee chair and NYWBA President.

3. The NYWBAF will not consider applications for projects that are already in process or completed, except in extraordinary circumstances where a previously committed source of funding has failed to disburse funds.
4. Grant awards will generally be up to \$2,000 each, but the NYWBAF will consider requests for larger grants in special circumstances. We suggest that you discuss your request with a member of the Grants Committee in advance of submitting the application.
5. Be as specific as possible in describing your project and the reasons for the request. Greater specificity will better inform the Grants Committee. Attach materials that will assist the Committee to evaluate the application.
6. Terms of grant: In most cases, except where otherwise agreed, the NYWBAF will disburse 85% of the funds awarded to the grant recipient approximately one month after notification of a successful application, and will disburse the remaining 15% of the awarded funds on receipt of a final report from the grant recipient. The previous sentence does not apply to internships and fellowships, which will generally be disbursed 50%/50%. Internships and fellowships require a final report by the intern or fellow. The final report must include the following: what the grant recipient has learned; the successes and challenges of implementing your project, including future activities that the recipient will consider as a result of the project; a completed financial report for the project; and copies of any publications or other materials generated by or about the project.
7. The completed financial report must include documentation of actual expenses covered by the grant unless the NYWBAF's notification of approval of the application stated otherwise. Documentation requires invoices and comparable records of costs; the applicant's statement is not sufficient.
8. Subject to a reasonable request for confidentiality, the NYWBAF may use excerpts from the application or final report in materials that it produces to generate support for the NYWBAF. The applicant should designate any information in the application or final document that it considers confidential.

If you have questions about the grant process, please call Karen Mitchell at 212-538-1485. Grant applicants will be notified by mail of the Committee's decision.