



## 2008 Subgrant Application Guidelines

***DEADLINE: Thursday, February 28, 2008***

The American Bar Association Young Lawyers Division (ABA YLD), with support from the ABA Fund for Justice and Education, is pleased to announce the 2008 Subgrant Program for ABA YLD Affiliates. The program is designed to promote quality projects developed by affiliated young lawyer organizations and to assist in the success of the program by providing support through program funding for the following categories: Public Service Project and Bar Leadership/Membership Service Project.

### **I. SUBGRANT OVERVIEW**

ABA YLD will award approximately \$27,000 in total to young lawyer affiliates for Public Service and Bar Leadership/Member Service Projects. **Public Service Awards will not exceed \$2,000 per subgrant and Member Service Awards will not exceed \$500 per subgrant.** Successful proposals include the following:

- ◆ Well-defined and achievable goals
- ◆ Specific measures of success
- ◆ Collaboration with minority bar associations and/or senior bar associations
- ◆ Inclusion of underrepresented or diverse minority groups
- ◆ Original and unique project activities
- ◆ Projects that can be replicated by other affiliates

Additionally, priority will be given to projects that provide law-related service to the public, which help meet an otherwise unmet need.

### **II. ELIGIBILITY**

Any ABA YLD Young Lawyer Affiliated Organization affiliated under Articles 3.1 (a) or 3.1 (b) of the ABA YLD Bylaws is eligible. There is no limit to the number of applications an Affiliate can submit.

For more information on Affiliate eligibility, see the ABA YLD Bylaws:

<http://www.abanet.org/yld/affiliateleaders/ByLaws.pdf>

### **III. SUBMISSION REQUIREMENTS**

***Subgrant applications must be received at the ABA YLD offices by February 28, 2008.***

**A. Information Form:** Each subgrant applicant must complete and submit the on-line information form: [http://www.abanet.org/yld/affiliateleaders/Subgrant\\_Information\\_Form\\_pub\\_0001.pdf](http://www.abanet.org/yld/affiliateleaders/Subgrant_Information_Form_pub_0001.pdf)

**B. Project Narrative and Budget:** A narrative description and a preliminary line item budget are required. Please follow the proposal writing format below. The written proposal should demonstrate:

- Ability to manage and produce a good project
- Coordination of activities with YLD and senior bar members
- Involvement with groups and agencies in the community whose cooperation is needed to establish a successful project.

The required format will make the entire application and review process easier for you and the judges. The steps outlined below identify the broad questions that any thoughtful well-written funding request must address. Some questions may be answered in one paragraph, others will require greater length.

1. **Summary:** Provide a comprehensive overview of an organized and well-conceived project. State the project goals and objectives and how you intend to achieve the proposed results. HINT: Although the first item of your narrative, prepare the summary last.
2. **Introduction:** Briefly (one paragraph) review your affiliate's history of public service involvement, referencing any relevant prior programming or projects.
3. **Project Objectives:** Identify the needs the project will address. Describe how they were identified, and why they are important. Write the project objectives so they state specific, measurable outcomes related to the identified need or problems. Objectives must reveal an intention to increase young lawyer involvement in projects as well as achieve project goals.
4. **Project Description:** Describe the nature of services provided by the project. Are similar services already available? If so, assess the adequacy of those services. (This example is intended for those submitting a Public Service Project. Modify for Bar Leadership/Member Service.)
  - a) What groups will the project serve? How many people will be served?
  - b) What criteria will be used to determine whether people qualify for services from the project?
  - c) What other entities, e.g. senior bar, minority bars, women's bars, community groups, civic organizations, will collaborate in the project? If no other entities, indicate the reasons they will not participate.
  - d) What other projects in the area have attempted to provide similar services to the same group? When, and with what success? How is your project different?
  - e) How does this project benefit the public? What impact will the project have in the community?
  - f) What materials, if any, will be sold or provided to the participants?
5. **Organizational Structure:** Provide an organizational structure chart showing the proposed project structure. Outline the lines of authority and role of the YLD, senior bar, bar staff, other law-related organizations, community groups and appropriate governmental agencies, and how they will relate.
6. **Evaluation:** Describe how the project's success or failure will be measured. This is critical.
7. **Timetable:** Provide a timetable for the major project activities.
8. **Budget:** The project budget must include:
  - The title of the project
  - A line item detail of all projected expenses and revenues
  - The total cost
  - The amount requested from the ABA YLD
  - Contributions from all other sources (cash or in-kind).It may show costs which exceed the ABA YLD subgrant. If so, show the projected

source for those funds. **Note: ABA YLD funds cannot be used for the following expenditures:**

- Refreshments
- Staff or attorney time
- Rental of meeting space
- Travel reimbursement

You must show income outside of the ABA YLD subgrant monies to cover these expenses.

#### **IV. Expectations, Terms, and Conditions**

The ABA YLD expects that the subgrant funds awarded are to support activities as set forth in the grantee's subgrant application and as modified by any special conditions that are imposed by the judging committee.

Subgrant projects need to commence once funds have been awarded, and not before, and must be completed up to one year from the date the funds have been awarded. Any unused funds must be returned to the ABA YLD.

Grantees will receive an award letter stating the terms and conditions applicable to the subgrant, including the following requirements.

##### **Signed Subgrant Conditions Statement**

- ◆ The signed subgrant conditions statement must be completed and signed to show acceptance.
- ◆ A W-9 form must be completed and signed before the funds can be released.

##### **Reporting Requirements**

- ◆ Grantees must submit three subgrant status reports to the ABA YLD that outlines the progression of the project, including a final report that includes a project narrative and detailed accounting of program expenditures.

##### **Acknowledgement of the ABA YLD and FJE:**

- ◆ Any materials produced (promotions, web pages, publications, media coverage, etc.) as a result of the project must indicate that the project was funded in whole or in part by the American Bar Association Young Lawyers Division (ABA YLD) through a subgrant from the ABA Fund for Justice and Education (FJE).

##### **IRS Limitation on Use of Funds**

- ◆ These funds may be used solely for tax-exempt purposes as described in Section 501(c)(3) of the Internal Revenue Code and cannot be used to carry on propaganda, or otherwise attempting to influence legislation (except as permitted by Section 501), or to participate in any political campaign on behalf of any candidate for public office.

**ABA Young Lawyers Division**  
**2008 Subgrant Information Form**  
*Receipt Deadline: February 28, 2008*

Please complete all items on this form and submit it with your project narrative and budget by no later than **February 28, 2008**. Refer to the subgrant application guidelines to ensure that you are meeting all requirements.

**1. Name of YLD Affiliate**

**2. Number of young lawyers**

**3. Category**

**4. Chair/President of YLD Affiliate**

First Name Last Name

Firm Name/ Address

City State Zip

Phone Email Address

Term End Date

**5. Application prepared by**

First Name Last Name

Title

Phone Email Address

**6. Project Title**

**7. Projected completion date for this project**

**8. Total Grant Funds Requested**

*(Public Service Grant limited to \$2,000; Member Service Grant limited to \$500)*

**9. Briefly describe the proposed project (50 words or less)**

**10. Have you ever received an ABA YLD Subgrant for the project you are presently submitting?**

Yes	No	Year Subgrant received	Amount Received
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ABA YLD OFFICE USE ONLY

Date Application Received: \_\_\_\_\_ Amount Awarded: \_\_\_\_\_ Denied: \_\_\_\_\_

Special Conditions: \_\_\_\_\_