

Spring 2023 Grant Application

Texas Bar Foundation

Condition of Grant and Preferred Activities READ FIRST

Conditions of Texas Bar Foundation grants

The Texas Bar Foundation allows only ONE GRANT APPLICATION per fiscal year June 1 - May 31.

The Texas Bar Foundation reserves the property rights, copyrights and all other rights of reproduction with respect to any intellectual property for which service is provided as a condition of this grant.

Grant awards must be used strictly in accordance with the proposal and budget submitted to the Foundation. **A grantee must petition the board for permission to make any changes or alternate uses of grant funds.**

An agreement accepting the terms and conditions of the grant must be signed **and submitted within 90 days of funding notification or the award will be rescinded.**

Grant Award Check will void after 90 days if not cashed. If grantee has not cashed the grant award check within 90 days of funding the Foundation may deny or withdraw the approved funding.

A press release and semi-annual progress & financial reports are required.

A final report stating the original goals and progress made toward the goal that includes a description of the project's benefit to the community is required.

Bar Foundation funds must be used within 12 months of the date of the award.

Preferred Activities

The Texas Bar Foundation preferred activities or projects:

Projects must directly impact or address the Mission of the Texas Bar Foundation. Preferred projects have a statewide impact; have new or innovative approaches requiring start-up funding; encourage and promote legal assistance to poor and disadvantaged people; encourage pro bono legal work; help members of the public understand their rights and responsibilities under the law; enhance the ethical and professional practice of law; produce legal research,

publications, and forums; strengthen the court system or the administration of justice; or support for the annual Judicial conference.

Disfavored or Excluded Activities

- **Disallowed Activities:** Internal Revenue Service rules forbid the use of charitable funds for propaganda, lobbying activities, the election of public officials or activities to promote or sustain a trade association. No grants will be awarded to individuals. Projects that funds will be utilized outside the State of Texas; fundraising benefits or mass appeal solicitations; additions to endowments, multi-year commitments.
- **Disfavored Activities:** Repeat grants for the identical project in the identical location and/or serving the identical community; continuing legal education (unless experimental or not self-supporting); operating expenses (unless used exclusively for a project); non-project-dedicated salary.

General Information

Conditions of grants*

Choices

I have read and understand the conditions for receiving a Texas Bar Foundation grant.

Grant Frequency*

Only one application per fiscal year per organization will be considered. **The fiscal year for the Foundation is June 1- May 31.** Has your organization previously applied for a Texas Bar Foundation grant during the Foundation's current fiscal year?

Choices

Yes

No

You may use your GuideStar profile to help populate your application form. Before doing so, please be sure that your GuideStar profile contains the most up-to-date information.

To auto-populate your form with GuideStar profile answers click the "Copy GuideStar Profile" button in the top right corner. Simply pick and choose which answers you would like to pull into the form by clicking the checkbox next to the applicable answer. When finished selecting, click the "Copy Answers" button in the bottom right of the pop-up and the GuideStar data will be pulled into the applicable fields in the form.

Please note that copying answers will not overwrite any existing answers and any answers pulled from GuideStar which populate into your form can be edited and updated. If you do not have a GuideStar profile you may simply answer the questions by typing or copy/pasting in your

response.

Primary Organization Name*

Character Limit: 250

DBA

Character Limit: 250

EIN*

Character Limit: 10

Organization Website

Character Limit: 2000

Organization Mission Statement*

Character Limit: 600

Texas Bar Foundation's Mission Statement*

The Texas Bar Foundation solicits charitable contributions and provides funding to enhance the rule of law and the system of justice in Texas, especially for programs that relate to the administration of justice; ethics in the legal profession; legal assistance for the needy; the encouragement of legal research, publications and forums; and the education of the public.

Grants are awarded in the following program areas. Please indicate the area your grant qualifies under:

Choices

Legal Services for the Underserved
Education about the Third Branch of Government
Ethics and Professionalism in the Legal Profession
Administration of Justice
Victims Legal Services

Project Information

Project Name*

This should NOT be the name of your organization. This is the title of your project and it will be used as the "identifier" for this request in every form within the process.

Character Limit: 80

Grant Amount Requested*

Please round to a whole number, do not use cents.

Character Limit: 20

Brief Description of What This Grant Will Accomplish*

In 180 characters give a brief synopsis of what this grant will accomplish. **"This grant will..."**
or "To provide..." type of description.

Character Limit: 180

Primary Focus of the Project*

Which of the Texas Bar Foundation's preferred activities is the primary focus of this project?

Choices

- Encourage and promote legal assistance to poor and disadvantaged people
- Encourage pro bono legal work
- Encourage and promote legal assistance to victims
- Educate members of the public on their rights and responsibilities under the law
- Produce legal research, publications, and forums
- Enhance the ethical and professional practice of law
- Strengthen the court system or the administration of justice
- Support for judicial conferences
- Support bar associations/foundations projects

Other Preferred Activities

If your project includes more than one preferred activity, please check any other of the Texas Bar Foundation's preferred activities your project supports NOT checked in the above question.

Choices

- Encourage and promote legal assistance to poor and disadvantaged people
- Encourage pro bono legal work
- Encourage and promote legal assistance to victims
- Educate members of the public on their rights and responsibilities under the law
- Produce legal research, publications, and forums
- Enhance the ethical and professional practice of law
- Strengthen the court system or the administration of justice
- Support for judicial conferences
- Support bar associations/foundations projects

Full Explanation of the Project*

In this section please give a full, detailed explanation of your project.

Character Limit: 10000

Project Type*

Please Indicate if this is a new or continuing project for your organization:

Choices

- New
- Continuing

New or Continuing Project*

Please provide details regarding your above answer

- If this is a new project, will it continue after all Texas Bar Foundation funds are expended?
- If this is a continuation or expansion of an existing project, how long has the project existed?

Character Limit: 2000

Planning and Staffing*

Describe how this organization plans to accomplish the project and staff that will be utilized specifically for this project?

Character Limit: 10000

Number of Participants or Beneficiaries*

How many participants or beneficiaries will this project serve?

Character Limit: 250

Cost per Participant or Beneficiary*

What is the cost per beneficiary?

Character Limit: 20

Type of Participants or Beneficiaries

This project targets the following audience(s):

Choices

School age children
 College students
 Adults
 Elderly
 Legal Professionals
 Judiciary
 General Community

Socioeconomic Group of Participants or Beneficiaries

Is a particular socioeconomic group targeted by the project? Describe.

Character Limit: 2000

Selection of Participants or Beneficiaries

How will the beneficiaries of the project be selected?

Character Limit: 2000

Primary County*

Please check the **primary** county your project will affect. **Only check ALL if your project will truly benefit all 254 counties in Texas.**

Choices

All Texas Counties will benefit, this is a statewide project.

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burlleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran
Coke
Coleman
Collin
Collingsworth
Colorado
Comal
Comanche

Concho
Cooke
Coryell
Cottle
Crane
Crockett
Crosby
Culberson
Dallam
Dallas
Dawson
De Witt
Deaf Smith
Delta
Denton
Dickens
Dimmit
Donley
Duval
Eastland
Ector
Edwards
El Paso
Ellis
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Foard
Fort Bend
Franklin
Freestone
Frio
Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall

Hamilton
Hansford
Hardeman
Hardin
Harris
Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones
Karnes
Kaufman
Kendall
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
La Salle
Lamar
Lamb
Lampasas
Lavaca
Lee
Leon

Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock
Lynn
Madison
Marion
Martin
Mason
Matagorda
Maverick
McCulloch
McLennan
McMullen
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Nueces
Ochiltree
Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River

Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk
Sabine
San Augustine
San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Tarrant
Taylor
Terrell
Terry
Throckmorton
Titus
Tom Green
Travis
Trinity
Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita

Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood
Yoakum
Young
Zapata
Zavala

Other Affected Counties

Please check all counties OTHER than the primary county checked above, that will benefit from your project.

Choices

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp

Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran
Coke
Coleman
Collin
Collingsworth
Colorado
Comal
Comanche
Concho
Cooke
Coryell
Cottle
Crane
Crockett
Crosby
Culberson
Dallam
Dallas
Dawson
De Witt
Deaf Smith
Delta
Denton
Dickens
Dimmit
Donley
Duval
Eastland
Ector
Edwards
El Paso
Ellis
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Foard
Fort Bend
Franklin
Freestone

Frio
Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall
Hamilton
Hansford
Hardeman
Hardin
Harris
Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones
Karnes
Kaufman
Kendall

Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
La Salle
Lamar
Lamb
Lampasas
Lavaca
Lee
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock
Lynn
Madison
Marion
Martin
Mason
Matagorda
Maverick
McCulloch
McLennan
McMullen
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Nueces
Ochiltree

Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk
Sabine
San Augustine
San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Tarrant
Taylor
Terrell
Terry
Throckmorton
Titus
Tom Green
Travis
Trinity

Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita
Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood
Yoakum
Young
Zapata
Zavala

Similar Projects

What other organizations in Texas or your area are providing similar service or working to solve a similar problem?

Character Limit: 3000

Request for Funding of Publications

Please check any that apply. *If it does not apply to your project, please leave all boxes blank.*

Choices

Is the grant requested for a publication (web, DVD, print)?

Do you have permission to use all copyrighted material?

Have you researched other organizations that have successfully published similar materials?

Publication Research

If you checked the last box above, please list the organizations and a brief description of their published material.

Character Limit: 3000

Class or Presentation

If the request is to fund a class or presentation, upload a copy of the agenda, outline, and/or full presentation.

File Size Limit: 5 MB

Tell Us How Our Texas Bar Foundation Dollars Will Be Spent

Please indicate what specific areas of the project will be funded with Texas Bar Foundation funds. Please show ONLY budgeted amounts needed from the Texas Bar Foundation. THE TOTAL OF ALL YOUR LISTED EXPENDITURES MUST EQUAL YOUR GRANT AMOUNT REQUESTED. Record \$0 for all line items that do not apply.

Video/Audio Tapes + duplication*

Character Limit: 20

Printing/copy costs/postage*

Character Limit: 20

Paper/office supplies*

Character Limit: 20

Project Related Salary Costs*

Character Limit: 20

Salary Funding

Which staff member's salary and/or benefits will these funds be allocated to?

Character Limit: 100

Salary Allocation

Are the grant salary funds listed above allocated specifically for this project rather than offsetting general funds or expenses of your organization?

Choices

Yes

No

Salary Position

Is this a new position, not currently on the payroll of the organization?

Choices

Yes

No

Staff Training*

Character Limit: 20

Transportation*

Character Limit: 20

Stipends for Students*

Character Limit: 20

Equipment/Software*

Character Limit: 20

Publicity/Advertising*

Character Limit: 20

Other Project Specific Expenses Not Included Above*

Character Limit: 20

Other Project Specific Expenses Detail

Create a detailed list of costs and descriptions of any project specific expenses equal to the amount listed in the previous question.

Character Limit: 3000

Total of All Line Items Listed Above*

Character Limit: 20

Does The Total Amount Above Equal Grant Amount Requested?*

Choices

Yes

No - STOP. Go back & review the instructions for this section of the application

Financial Information

Organization Budget*

This application represents what percentage of your organization's budget?

Character Limit: 250

Project Budget*

This application represents what percentage of the total budget of this project?

Character Limit: 250

Upload Entire Project Budget*

This is the total funding required to complete the project, including Texas Bar Foundation funds and all other sources of funding.

File Size Limit: 3 MB

Previous Expenditures*

List all previous expenditures for this project.

Character Limit: 2000

Current Funding*

Identify all sources of funding already received for this project by listing the name and address of the source and the amount of funding received.

Character Limit: 2000

Prospective Funding*

If additional funding is being sought, please describe the prospective funding sources and amounts.

Character Limit: 2000

Future Funding*

If the Texas Bar Foundation does award this grant, how will the organization continue the project beyond this funding cycle? Who will provide funding?

Character Limit: 2000

Partial Funding*

If the Texas Bar Foundation cannot provide full funding, what are the most critical pieces of the project that need funding?

Character Limit: 2000

If the Texas Bar Foundation is unable to award this grant, how will this project be funded?*

Character Limit: 2000

File Uploads

IRS Determination Letter*

Please upload a copy of your most recent IRS determination letter. **All organizations MUST upload an IRS letter showing their 501(c)3 status and EIN.** The letter will start with "Dear Applicant, We are pleased to inform you that upon review of your application for tax exempt status we have determined..." OR "This is in response to your (date) request for information regarding your tax-exempt status."

DO NOT upload a W-9 or a 990 form. DO NOT upload a state tax exempt form. DO NOT upload

an application for a determination letter. For organizations that operate under the umbrella of another organization or a national organization (i.e. the Catholic Church) please submit the national IRS letter and the local organizations IRS letter with the EIN number used by the local organization that is applying. Only one upload is allowed so scan all documents into one pdf before uploading. **State, county and local governmental entities MUST upload an IRS determination letter showing their governmental status, this can be a 147-C letter.**

File Size Limit: 1 MB

Upload Statement of Activities*

Upload audited Statement of Activities. *If you do not have an audited Statement of Activities, please submit an unaudited statement with a letter of explanation. **A Profit and Loss Statement of some type MUST be submitted.***

File Size Limit: 4 MB

Upload Statement of Financial Position*

Upload audited Statement of Financial Position. *If you do not have an audited Statement of Financial Position, please submit an unaudited statement with a letter of explanation. **A Balance Sheet of some type MUST be submitted.***

File Size Limit: 4 MB

Board Members*

Upload a list of the board members with telephone numbers and addresses.

File Size Limit: 2 MB

Staff Members*

Upload a list of staff or organizational chart with staff names.

File Size Limit: 2 MB

Letters of Support

Letters of support are NOT required. Please make sure to upload letters before hitting submit. Do not mail or email to the Texas Bar Foundation staff. Only one upload is allowed. If you have more than one letter, scan them into one document.

File Size Limit: 3 MB

Reporting Responsibilities

Person Responsible*

Every six months, a grantee must submit a progress report and financial information to the Texas Bar Foundation. Who will be the person responsible for these reports?

Character Limit: 250

Reporting*

Is the person named above aware of this responsibility?

Choices

Yes

No

Publicity*

The Texas Bar Foundation requires that any organization receiving a grant must give credit to the Texas Bar Foundation by issuing a press release regarding the grant and include a required paragraph about the Bar Foundation. In addition to the press release, describe how additional credit or recognition will be given.

Character Limit: 3500

Noncompliance, for any reason, with the Texas Bar Foundation's requests regarding reports or the content of the press release could result in disapproval of future applications from your organization.