

**THE NEW YORK BAR FOUNDATION  
GUIDELINES FOR CONSIDERATION OF GRANT APPLICATIONS**

Adopted by the Board of Directors on April 5, 2014

*The New York Bar Foundation grant program assists organizations with law-related projects that: (1) facilitate the delivery of legal services to those in need; (2) improve the justice system and the law; (3) enhance professional competence and ethics; and (4) increase public understanding of the law.*

*While maintaining flexibility in considering needs of grant applicants, given the many applications for the limited funding available, the Board of Directors sets forth the following guidelines to aid in considering the proposals. These factors are intended only to be advisory.*

1. Project impact - (a) A sufficient number of people in the service area should be impacted/served by the grant project; (b) the project should be designed for cost effectiveness.
2. Service need – There should be a demonstrated need for the proposed service, avoiding duplication where other entities are already providing this or similar services in the project area. If there is a need for additional services of this nature, the applicant should demonstrate that they have developed means of coordinating with the existing programs or supplementing them.
3. Organization development – The organization seeking the grant should have been in existence and operating for at least two years.
4. Other sources of funding – The applicant should have identified other potential sources of funding or have secured such sources to make the project viable in the year of the project under consideration and, if the project is ongoing, in future years.
5. Length of TNYBF funding – Foundation funding for meritorious programs could be awarded for as long as three years, with opportunity to extend funding beyond that point in special circumstances. The three-year limitation will not necessarily apply to New York State Bar Association projects and programs.<sup>1</sup>
6. Geographic distribution – The Foundation should strive for geographic diversity in awarding grants.
7. Law school programs – Grants should not be provided for law school instructional or clinical programs.
8. Limitation – An organization will be limited to submitting only one grant proposal per twelve (12) month period, except under extraordinary circumstances. The limitation does not apply to New York State Bar Association projects and programs.<sup>2</sup>

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<sup>1</sup> As amended November 4, 2006

<sup>2</sup> As amended June 29, 2007

9. Reporting Requirements-- The Grantee will notify The New York Bar Foundation in writing to request prior approval regarding any significant program or budget change proposed or occurring during the grant period. The Foundation reserves the right to withhold approval and/or funding, at its sole discretion, for any changes The Foundation deems to be inconsistent with the program's original objectives.<sup>3</sup>
10. Prohibitions--No part of the grant may be used to:
  - a. Directly or indirectly influence legislation, whether at a local, state, or federal level; or
  - b. Directly or indirectly influence the outcome of any public election;
  - c. Fund a voter registration drive.<sup>3</sup>
11. Publicity Requirements -- The Grantee will publicly acknowledge Foundation support in all written materials and publications related to the funded program and in other ways, as appropriate. Further, the Grantee shall send copies of any such written materials and publications including acknowledgements to the Foundation.<sup>3</sup> The grantee will also provide a written story or case study outlining how the grant directly impacted a client.
12. Breach and Other Obligations-- The Foundation expects to be able to release the full amount awarded to the Grantee. However, if for any reason, The Foundation does not release some or all of the award, it shall not be held liable for any amounts not released. The Grantee will be notified as soon as possible if The Foundation is unable to release some or all of the award for reasons beyond The Foundation's control.

If The Foundation, in its sole judgment, determines that the Grantee has failed to comply with the terms and conditions of this agreement, the Foundation may, at its sole discretion, terminate this agreement and request that some or all of the grant funds previously advanced be returned to the Foundation. The New York Bar Foundation will review grant activities up to the date of termination to determine the amount to be refunded. Within thirty (30) days of receiving a notice of grant termination and request for refund, the Grantee will repay to The Foundation the requested amount. The Foundation may withhold payment of some or all of the grant until such time as The Foundation determines whether or not the Grantee is in compliance with the terms and conditions of this agreement.<sup>3</sup>

13. Tax Exempt Status--The Grantee will maintain its qualification as an organization exempt from income taxation as documented in its original application to the Foundation for funding. If any change in this status occurs, the grantee will notify The New York Bar Foundation immediately. At its sole discretion, The Foundation may immediately terminate the grant and rescind funds not yet disbursed. A refund of disbursed funds may be directed by The Foundation if a change in status results in non-compliance with this grant agreement. (see clause 12 for details). The Grantee shall comply with such direction.<sup>3</sup>

<sup>3</sup> As amended April 5, 2014