

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 civil legal services to those in need⁴ — providing direct legal information, advice, or representation to those in need; (2) improve the justice system and the law — including systemic projects that strengthen how the justice system operates; (3) enhance professional competence and ethics — training, education, or resources that improve legal practice and ethical standards; and (4) increase public understanding of the law — public legal education and outreach to non-lawyers.⁶

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 has to⁴ have been in existence 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 consecutive⁵ years for the same program⁴. The three-year limitation will not necessarily apply to New York State Bar Association projects and programs.¹
6. Geographic distribution – The Foundation should strive for geographic diversity in awarding grants for legal services provided in New York State⁴.
7. Law school programs – Grants should not be provided for law school instructional or programs where students receive credit or monetary compensation⁴.
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.²
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.³

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; or (c) Fund a voter registration drive.³
11. Reviewer Conflicts of Interest – A reviewer with an actual or potential conflict of interest with an applicant — including but not limited to a financial, familial, employment, or governance relationship with the applicant organization — shall disclose the conflict and recuse themselves from scoring or discussing that application.⁶
12. 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.³
13. 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.³
14. 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.³
15. Charities Registration – The organization seeking the grant must provide proof of registration with the New York State Attorney General's Charities Bureau, or proof of an applicable exemption, in addition to documentation of federal tax-exempt status.⁶

Accepted on behalf of the Grantee:

Signature of Authorized Representative

Date

Name and Title of CEO/Executive Director

Name of Organization seeking funding: _____

1 As amended November 4, 2006
2 As amended June 29, 2007
3 As amended April 5, 2014
4 As amended June 9, 2023
5 As amended February 7, 2025
6 As amended August 3, 2026