

**BALDWIN COUNTY BAR FOUNDATION, INC.  
GRANT POLICY AND CRITERIA**

It shall be the policy of the Baldwin County Bar Foundation, Inc. (the "Foundation") to award grants, make gifts, or otherwise to support projects only for the following purposes:

1. to provide legal aid to the poor who are residents of Baldwin County;
2. to provide for the administration of justice in Baldwin County;
3. to provide law-related educational programs to the public in Baldwin County; and
4. to help maintain the Baldwin County Law Library.

Grants, gifts, or other support will be awarded by the Foundation in the discretion of the Board of Directors of the Foundation, consistent with the purposes set forth above. All grants which are funded by the Foundation are wholly discretionary and do not imply that a program will receive funds for any future grant cycle.

To be eligible to receive funds from the Foundation, an applicant must (1) submit a written grant application using the format provided by the Foundation; (2) comply with the time schedule set by the Foundation for the receipt of applications; (3) respond adequately to requests for information from the Foundation; (4) agree to carry out the program for which funds are requested and respond to requests for information from the Foundation concerning the use of funds granted; and (5) seek funds only for one of the purposes for which the Foundation makes grants.

The Foundation grant cycle will run from January 1 to December 31 of each year. Grant applications for each grant cycle must be completed and filed with the Foundation not later than November 1 of the year preceding the grant cycle for which application is made. Grants will be announced by the Board of Directors of the Foundation prior to December 31 of the year preceding the grant cycle for which application is made. No grants will be made by the Foundation out of cycle except in unusual and unforeseen circumstances, in the discretion of the Board of Directors

## GENERAL INSTRUCTIONS FOR GRANT APPLICATIONS

A cover sheet containing the name, address and telephone number of the person the Foundation should contact for additional information is required. The application itself should not exceed six (6) pages in length, including the summary page and responses to Sections 1-5 as outlined in the application guidelines. Attach a copy of your organization's final determination letter from the Internal Revenue Service. If such a letter is not available, please attach a brief explanation.

You should format your application as follows:

1. Your organization's name shall appear on each page of the application.
2. Submit an original copy via email to [baldwincountybar@gmail.com](mailto:baldwincountybar@gmail.com).
3. Application should be on 8.5 X 11 " sheets of paper.
4. Do not include any information not asked for (this includes letters of recommendation). If we need additional information, we will ask for it.

If you have any questions about the application please (251) 580-1835. Email questions may be addressed to [baldwincountybar@gmail.com](mailto:baldwincountybar@gmail.com).

Email your application to [baldwincountybar@gmail.com](mailto:baldwincountybar@gmail.com) before Nov. 1.

## APPLICATION GUIDELINES

### Cover Page

The cover page should contain the following:

1. Name and Address of Organization
2. Amount Requested
3. Contact Name and Telephone Number
4. One to two paragraph description of the organization and the project. Include who your group serves, what you hope to accomplish with the project and whether the proposed project is new, expanded or existing.

### Please start a new page and provide the information for Sections 1-5

1. **Background for the Project to be Funded**
  - a) State your organization's qualifications and experience to carry out the project to be funded.
  - b) Identify others from whom funds are requested or received for this project.
  - c) ~~Detail the background, goals, current status and major accomplishments of the project during the last year.~~
  - d) Provide two references (name, address, telephone number) the Foundation may contact in the evaluation of your project.
2. **Problem Statement or Need Assessment**
  - a) Define the need for the project, the affected groups and what would happen if the problem were not addressed.
  - b) Name any other organizations that provide the same or similar services in the same geographic area.
3. **Project Objectives and Evaluation**
  - a) Describe the projected outcome of the project in measurable terms for the grant period.
  - b) Who and how many people will be served and when?
  - c) Describe how you plan to evaluate whether or not the project achieves its objectives.
4. **Methods**
  - a) Describe the activities used to accomplish the project's objectives.
  - b) What roles do staff and volunteers play to accomplish the goals?

**5. Budget and Future Funding Plans**

- a) State the fiscal year dates for the organization and for the project.
- b) Provide the budgets for the organization and for the project for the fiscal year for which the grant is being requested and for the prior fiscal year. Please include within the budget information the sources and amounts of other funding, actual or projected, for the project.
- c) Provide as an attachment the most recent financial statements for the organization and for the project.
- d) Describe plans for funding this project through other sources in the future.

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