

**Albany County Bar Foundation
Grant Application | 2020**

INTRODUCTION

For well over a decade, the Albany County Bar Foundation (ACBF) has raised funds, through its annual Law Day Run, to support grant funding to organizations that assist individuals and their children who are in need of access to justice or legal services.

ELIGIBILITY

Applicants must meet the following qualifications in order to be considered for the grant:

- a) The organization must be a 501(c)(3) or hold another charitable designation recognized by the Internal Revenue Service and be in good standing.
- b) The organization must be located within Albany County, or provides services in Albany County.
- c) The organization must provide services that assist individuals' access to justice or legal services. These services can be provided by the organization on a "one on one" basis or through general education and awareness to the community, including, but not limited to:
 - o Pro bono legal services to low income individuals and their children. Pro bono legal services can include:
 - Legal advice and representation
 - Free consultations on non-criminal legal issues
 - o Emergency shelter for victims of domestic violence and their children.
 - o Intervention services for individuals who are abusive and/or violent in intimate relationships.
 - o Support and advocacy for victims of sexual assault and domestic violence.
 - o Training on various topic areas for domestic violence program staff, advocates and stakeholders to improve understanding of current issues on domestic violence, socio-political understanding of domestic violence, cultural competency, offender accountability, the impact on society, effects on family members, safety plans, service provision, lethality, counseling, substance abuse, mental illness, relevant provisions of state and federal law, working operations and limits of various elements of the civil, criminal justice and legal system, and immigration.
 - o Advocacy with the criminal justice system and law enforcement agencies in Albany County.
 - o Assistance with food/transportation/medical needs.
 - o Shelter or assistance, including pro bono legal services, related to family pets or animals.

- d) The organization must have an established policy or statement regarding equal opportunities in the delivery of its services regardless of sex, race, religion, national origin, creed, color, sexual orientation, or marital status.

APPLICATION PROCESS

- Applications will be available by July 1, 2019. To download a copy of the application, please visit the ACBA website at: www.albanycountybar.com or complete the attached application.
- Completed applications are **due on October 1, 2019 by 3:00 PM** and can be submitted
 - By mail: Albany County Bar Foundation, Attention: ACBF Grant Submission, 112 State Street, Suite 545, Albany, NY 12207
 - By email: mrhodes@albanycountybar.com. Subject line: ACBF Grant Submission 2020
- In addition to the application please submit and provide the following:
 - Evidence of charitable organization status
 - Proof of proper organization within New York State
 - Evidence of an equal opportunity policy or statement
 - Proposed budget for the use of grant funds. Budget must include categories for which funding will be used (ie., personnel, direct service delivery, purchase of goods/services).
- Incomplete, inaccurate or late applications will not be considered or reviewed.

USE OF GRANT FUNDS

- Grant funds will be used for residents of Albany County or those currently receiving services in Albany County.
- Grant funds must be used for the services contained within the grant application at the time of submission.
- **Grants funds must be fully used within the calendar year for which the award is made – January 1st to December 31st.** Grant funds cannot be carried over or used for reserve funding.
- No more than twenty (20) percent of the grant funds may be used for administrative expenses.

REPORTING

Organizations selected to receive ACBF grants will be required to submit a written report nine (9) months after receipt of the grant funds. **Submission of complete, timely written reports is a mandatory requirement. Organizations that do not submit an annual report will not be eligible for grant funding the following year.** Reports will contain the following:

- Services provided
- Number of people served
- An accounting of the grant funds to date. Please include receipts of back up information,

if applicable.

- Identify the amount of money yet to be expended in the remaining three (3) months.
- Including a proposal on the use of the remaining grant funds.

AWARD NOTIFICATION

Applicants will be notified in November of grant awards. Grantees will be invited to attend the Albany County Bar Association annual Holiday Party.

Albany County Bar Foundation Grant Application

Name of Organization

Contact person

Contact Email

Organization Address

City

State

Zip

Contact Phone

Amount of grant funding requested:

Is the organization a 501(c) (3)?

Yes

No

If no, identify charitable designation recognized by the IRS:

Recipient of grant funding from ACBF previously?

Yes

No

If yes, list past grant awards and dates

Estimated number of people to be served if grant funding is approved:

If more space is needed for the following questions, please attach an additional sheet.

Please explain how the funds will be used:

Explain the organization's structure and recent contributions to the community:

Attachments:

- Evidence of charitable organization status
- Proof of incorporation in New York State
- Evidence of an equal opportunity policy or statement
- Proposed budget for the use of grant funds. Budget must include categories for which funding will be used (ie., personnel, direct service delivery, purchase of goods/services).

Signature

Date

Name

Title