



## **Dayton Bar Association Foundation Grant Application Instructions:**

Thank you for your interest in grant funding from the Dayton Bar Association Foundation. The Foundation, created in 1984, is a 501( C ) (3) charitable organization and serves as the philanthropic arm of the Greater Dayton Legal Community. While we support numerous programs of the Dayton Bar Association, we are also interested in worthwhile programs throughout the community that further our interest in promoting justice and respect for the law.

**Our Mission:** To serve as the philanthropic organization of the Greater Dayton Legal Community to improve the legal profession, the public's access and respect for the law, and the administration of justice.

To be considered, the application package must be completed according to the enclosed Grant Application Guidelines and **submitted by March 1, 2019.**

**Email to: Sally Dunker at [sdunker@daybar.org](mailto:sdunker@daybar.org)**

**or**

**Mail to:  
DBA Foundation  
109 N. Main Street  
Dayton, Ohio 45402-1129  
ATTN: Sally Dunker, Executive Director**

**If you have any questions, please feel free to call Sally Dunker at (937) 222-7902.**



## Dayton Bar Association Foundation Grant Application Guidelines

DBA Foundation Grant awards will be announced following the Dayton Bar Association Foundation (DBAF) meeting of the Board of Trustees scheduled for March of each year.

### **Please include the following with your application:**

- Names, address and telephone number of the organization applying for grant money (funds must be used by applicant organization). A copy of the letter from the International Revenue Service confirming that the organization is tax-exempt under Section 501(c)(3) of the Internal Revenue Code, if applicable.
- General purpose mission and activities of the organization.
- Names of officers, board and chief staff person or person directly responsible for project.
- Amount of grant requested, budget, purpose and community benefits expected. Please indicate how your program meets the mission of the Dayton Bar Association Foundation.
- Indicate if this is a new program or an ongoing program. Briefly outline plans for permanent financial support of the program, once the proposed funding is completed (assuming the program is to be of an on-going nature).
- The organization's latest balance sheet and annual operating statement, showing details of income and expenses.
- IRS Form 990
- A copy of the organization's diversity policy.
- If the DBAF is not the only source being approached for support, include the names of other sources contacted and the amounts requested from each (for informational purposes only).
- Grant Recipients will agree to use the funds within 12 months of the date the DBAF approves the grant. The funds will be used exclusively for expenses directly attributable or allocated to the Program or Project as outlined.
- A final Program/Project and Financial Report will be submitted to the DBAF within 30 days of completion of the Program or Project.

**Be aware that the DBAF Board of Trustees is considering the elimination of capitol and operational funding grants. Therefore, preference will be given to Program and Project Start-Up Grant Requests.**