



**STATE BAR OF TEXAS
LITIGATION SECTION
2011- 2012 GRANT APPLICATION**

The Litigation Section is organized to promote the ends of justice through education and nonprofit activities and services which improve the administration of our justice system, which advance public education and understanding of our judicial system, and which are sensitive to the needs of the public as well as the legal profession.

INSTRUCTIONS

Please type or print clearly and answer all questions completely. Attach additional pages and use additional lines as necessary. If you are unable to answer any of the following questions, please give a short explanation why you are unable to answer.

Applications should be submitted in electronic format. You should verify that your application and attachments were received.

DEADLINE: Applications must be sent to the Litigation Section of the State Bar of Texas no later than 4:00 p.m., January 16, 2012. Applications submitted after this deadline will not be considered.

Applicants will be informed of the results of their grant application on or before June 30, 2012. Submit your completed application form (with attachments) to:

Via Email:

litigationsection@texasbar.com

(Subject: Litigation Section Grant Application)

For more information or questions:

Tracy Nuckols

tnuckols@texasbar.com

(512) 427-1710

(Subject: Litigation Section Grant Application)

APPLICATION

1. Organization Name:
2. Primary Contact(s) and Title(s):
3. Contact Information:
 - Address:

 - Telephone:
 - Fax:
 - E-mail:
 - Web site:
4. IRS Tax ID Number:
5. Fiscal Year Dates:
6. Give a brief description of your organization, including your mission statement, history, purpose and goals. Describe the services you provide to your community and the impact of those services. Provide a link to your organization's website, if applicable.
7. Fully describe the project that is the subject of this grant request, ("your project"). Provide a time-line for implementation and explain your plans for staffing (both employee and volunteer). Attach or provide links to any published material that you feel helps describe your project.
8. Describe how your proposed project enhances or improves the judicial system, the litigation process or the civil justice system in the State of Texas.
9. State the specific amount of grant money requested from the Litigation Section and how the money you are requesting will be used.
10. Is your organization associated with any religious, political, or other special interest group? _____ If so, please describe in detail.

11. Is your organization a non-profit, Section 501(c) organization? _____ If you are not a Section 501(c) organization, please identify your organization's tax status. Have you read the State Bar of Texas Litigation Section Grant Criteria and does your project satisfy the requirements of the criteria? _____ If your project does not satisfy the grant criteria requirements, please explain how and why it does not.

12. Supply the start-date for the initiation of your project and its anticipated conclusion. If this is a continuous project, please provide the initiation date of your service and describe how your work is on-going.

13. Give a detailed description of the size of your project target group, the demographic that will benefit from your proposed project, and the geographic area you intend to serve. If you are aware of any other programs in Texas providing services similar to your proposed project, please describe.

14. Provide a detailed budget for your project, and detail the percentage of that budget that this grant request represents.

15. List any additional sources of funding and the amounts that are currently committed to this project including funding sources that are pending and the host organization's anticipated decision date.

16. If you have applied for any State Bar of Texas Litigation Section grant in the past, please provide the following information about previous applications:

Years Applied	Brief Description of Project	Amount Requested	Amount Awarded

17. Describe how this project might be funded if the Litigation Section does not award this grant
18. In the past ten years, has your organization been involved in a civil or criminal suit, either as a defendant, plaintiff or other party? _____ If yes, please provide a brief explanation of the action, including its outcome or anticipated outcome.
19. Within one year of receiving a grant from the Litigation Section, a grant recipient must submit a report detailing the results of the grant project, any written or published materials created with the funds and a full accounting identifying the specific use of all funds awarded. Do you agree to do so if awarded a Litigation Section Grant? _____ Please identify the person who will be responsible for providing the report and accounting and their contact information.
20. Any organization receiving a grant must give recognition to the State Bar of Texas Litigation Section in written or visual materials used in conjunction with the grant. Will you agree to do so? _____
21. The Litigation Section reserves the right to request further details and information, either orally or in writing. Identify the person responsible for providing additional information and their contact information.

SUPPORTING DOCUMENTATION: Please provide the following supporting documentation and information:

- a. IRS letter of tax-exempt status for your agency/organization;
- b. Most recent audited financial statement (balance sheet & profit loss statement). Do not submit supporting details or schedules, unless requested.
- c. List the name and contact information of any other persons directly related to the completion of this project.

VERIFICATION

By verifying below, you confirm that, to the best of your knowledge, the information provided above is true and correct.

Signature

Printed Name

Date: _____