



**STATE BAR OF TEXAS
LITIGATION SECTION
2009- 2010 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 may be submitted in either electronic or hard-copy format. ***Electronic format is preferred.*** If you choose to submit your application in electronic format, please submit the application with all supporting materials in an Adobe Acrobat .pdf with scanned original signatures. If you choose to submit your application via hard-copy, please submit the original and 2 copies of the application and supporting materials. Please do not combine formats.

DEADLINE: Applications must be sent to the Litigation Section of the State Bar of Texas no later than 4:00 p.m., January 19, 2010. 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, 2010.

Submit your completed application form (with attachments) to:

Via Email:

litigationsection@texasbar.com

(Subject: Litigation Section Grant Application)

OR

Via Delivery:

State Bar of Texas

Attention: Litigation Section Grants

1414 Colorado Street

Austin, Texas 78701

(512) 427-1419

For more information or questions:

litigationsection@texasbar.com

(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.
7. Fully describe the project that is the subject of this grant request, provide a time-line for implementation and explain your plans for staffing (both employee and volunteer). Attach any published material relating to this proposed 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 Litigation Section:
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 type of organization?

12. 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.

13. 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.

14. If you are aware of any other programs in Texas providing services similar to your proposed project, please describe.

15. Give a detailed description of the size of your project target group who will benefit from your proposed project, including the geographic area you intend to serve, the expected demographics of participants, and the expected number of participants.

16. Provide a detailed budget for your project.

17. What percentage of your total annual budget does this project represent?

18. What percentage of the anticipated total project expense does this grant request represent?

19. List any additional sources of funding and the amounts that are currently committed to this project.

20. List any additional sources of funding, including from any legal organizations, that are currently pending for this project and provide the status of those requests including the host organization's anticipated decision date.

21. Identify any state/local bar association, foundation or entity that has awarded your organization any grant for the past three fiscal years, including this year. Identify the amount of the grant award and describe the project for which the funding was awarded.

22. 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	Amount of Funds Used

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23. Describe how this project will be funded if the Litigation Section does not award this grant.

24. 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.
25. 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 by the Litigation Section. 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.
- 25a. If you were awarded a grant from the Litigation Section in the past, did you comply with requirement set forth in number 25 herein? _____ If so, please attach documentation of such. Was it done timely? _____.
26. 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? _____ List any anticipated written or visual materials that will be created and describe how you intend to provide recognition to the Section.
- 26a. If you were awarded a grant from the Litigation Section in the past, did you comply with requirement set forth in number 26 herein? _____. If so, please attach documentation of such.
27. The Litigation Section reserves the right to request further details and information, either orally or in writing, based upon the Litigation Section Grant Criteria and this application. Identify the person responsible for providing additional information and their contact information.

28. SUPPORTING DOCUMENTATION: Please provide the following supporting documentation and information for your grant request.

- a. IRS letter of tax-exempt status for your agency/organization;
- b. Most recent audited financial statement (balance sheet & revenue/expense)
- c. List the names of your Board of Directors or committee chairs affiliated with this project;
- d. Documentation responsive to the requests set forth in 25a and 26a above, if applicable.

VERIFICATION

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

Signature

Date