



Texas Young Lawyers Association

Local Affiliate Grant Program 2008-2009

Guidelines and Application
for the
Texas Young Lawyers Association
Grant Program

GUIDELINES AND PROCEDURES FOR GRANT APPLICATIONS SUBMITTED TO THE TEXAS YOUNG LAWYERS ASSOCIATION

Purpose and Policy Statement

The primary purpose of the TYLA Local Affiliates Grant Program is to encourage the development of new projects by TYLA Local Affiliates and to strengthen the existing relationships between the TYLA and its member affiliates. Pursuant to this TYLA program, grants are distributed to young lawyers associations for worthwhile projects and programs to be implemented by TYLA local affiliate organizations. The TYLA will process and consider all grant applications in accordance with the following guidelines.

Grant Eligibility Requirements

1. Grant applications may be submitted only by Local Affiliates of the TYLA on forms prescribed by the TYLA. In order to be considered, **the entire application form must be completed** with appropriate attachments.
2. Grant applications **must be received** in the TYLA office on or before 5:00 PM, August 15, 2008. **There will be no extensions**, regardless of postmark or other evidence of transmittal. Grant applications may be sent by U.S. mail, delivered by courier (e.g. FedEx, UPS, Lone Star Overnight, Greyhound, etc.), or transmitted by facsimile. If submitted by fax, the timecode imprinted on the first page of each individual application by the TYLA facsimile machine will be used to determine if the application was received on or before 5:00 PM. Regardless of the method of delivery, you should contact the TYLA office before 5:00 PM on August 15, 2008, to verify that your application(s) arrived in the office.
3. The Local Affiliate submitting the application **must have submitted a report** and provided an accounting of the disposition **of any previously awarded TYLA grant funds** to be eligible to receive additional funds, if any, in the current year.

Criteria To Be Considered

1. Requested grant funds must be used to promote and further the purposes of the Texas Young Lawyers Association in the areas of service to the public or service to the profession.

The purposes of this Association shall be to serve the public interest by facilitating the administration of justice, promoting reform in the law, fostering respect for the law, and advancing the role of the legal profession in serving the public; to serve young lawyers by activities which will be of assistance to their practice of law, undertaking projects and programs which will be of benefit to young lawyers, stimulating the interest of young lawyers in this Association, and establishing a close relationship among young lawyers; to provide training and experience for future bar leadership; to encourage and aid the organization and/or improvement of local young lawyers associations and foster a closer relationship between them and this Association; and to cooperate with the State Bar of Texas, American Bar Association Young Lawyers Division, state young lawyers associations, and other legal and civic organizations in furtherance of the aforementioned objectives.

2. The Local Affiliate must administer all requested grant funds. Grants will not be made for the sole purpose of payment to third-party organizations that implement or conduct the project, e.g., a *pro bono* legal clinic, non-profit organization, etc.

3. Projects that a Local Affiliate proposes to carry out with grant funds will be given priority if the project is either:
 - a) A new project that can serve as a model capable of being duplicated by other Local Affiliates; or
 - b) A project of statewide impact.
4. Although priority consideration will be given to new projects or projects that will be substantially changed or enhanced through the use of a TYLA grant, **funding may be considered for continuing projects if a special need is demonstrated.**
5. Grants will not be made to pay the costs of completed projects.
6. There is no maximum amount for an individual grant application. There is no maximum number of grant applications that a Local Affiliate may submit; however, separate applications must be submitted for each project.

Judging Procedures

The TYLA Local Affiliates Committee Cochairs, Vice-Chairs, and Executive Committee Advisor will review and consider all applications for grants **received** by **August 15, 2008**. The committee's recommendations will be submitted to the TYLA Executive Committee and the TYLA Board of Directors for final approval, and announcement of grant recipients will be made by the end of September. For further information, please contact:

David Anderson
ECA, Local Affiliates Committee
Carrington, Coleman, Sloman & Blumenthal
901 Main Street, Suite 5500
Dallas, Texas 75202-3767
(214) 855-3117

Kristie Wright
Co-Chair, Local Affiliates Committee
Haltom & Doan
6500 Summerhill Road, Ste. 100
Texarkana, Texas 75503
(903) 255-1000

**Texas Young Lawyers Grant Program
2008-2009 Grant Request Application**

Application must be typed or printed and received in the TYLA office by August 15, 2008

Name of Local Affiliate: _____

Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

1. Title of grant project: _____

2. In the space below, summarize the purpose of the requested grant (a separate narrative may be attached in connection with question 10 below):

3. Total Grant Funds Requested: \$ _____

4. Total Funds Required for the Project: \$ _____

5. Date Funds will be Needed: _____

6. Are Other Sources of Funding Available? _____ If so, please describe other funding sources, including any funding received or committed:

7. Is the Project Expected to Generate Revenue? _____ If so, to what extent will the project be self-funding (either currently or in the future)?

8. Identify all previous expenditures in connection with the proposed project:

9. Specify how the grant will be publicized (including how TYLA will be recognized) if the grant is awarded. Keep in mind that TYLA seeks through its grant program to make the public more aware of young lawyers' service projects and TYLA's contributions to that effort.

10. Please attach a narrative statement, fully describing the project for which the grant funds will be used, specifically including the following:
 - a) The purpose of the project;
 - b) How the project is to be accomplished and implemented;
 - c) The number of young lawyers involved in the project;
 - d) Identification of the project as new to the affiliate, or if not new, the manner in which the project is to be substantially changed or enhanced through the use of this grant;
 - e) The expected impact of the project on the public or the profession; and
 - f) A proposed project budget.

By signature of this application, I approve this document to be submitted to the TYLA Office for consideration. I further agree to comply with any conditions of the grant if funding is awarded to this affiliate organization.

Local Affiliate President, 2008-2009

Local Affiliate President-elect, 2008-2009

CONDITIONS OF THE GRANT

- A. Grant recipients are required to submit to the TYLA office a written status report for projects funded by TYLA grants. The reports must include a detailed accounting and substantiating documentation concerning the use of grant funds. Funds may only be used for the purposes specified in the grant application. The reports must be **received** by **Friday, April 6, 2009**.
- B. No monies may be used for the purpose of paying or contracting for staff-type positions or needs and no monies may be used for the purchase of any equipment or other fixed assets (e.g. staff salaries, office furniture, computer equipment).
- C. Grant funds must be used in compliance with *Keller-Gibson* requirements. *Under Keller v. State Bar of California*, 110 S. Ct. 2236 (1990), expenditures by an integrated bar must be necessarily or reasonably incurred for the purpose of regulating the legal profession or "improving the quality of legal service available to the people of the State." Because funding for the grant comes from the Texas Young Lawyers Association, and thus the State Bar of Texas, attention must be given to any *Keller* implications.
- D. Grant recipients are required to give the recognition to the TYLA on any printed materials or videotape and audiotape materials used in conjunction with the Grant Program. *Example: "This _____ was made possible through a grant from the Texas Young Lawyers Association."*
- E. Grant funds not expended by the recipient during the current TYLA grant year (June 1, 2008 through May 31, 2009) are forfeited and must be returned to TYLA, unless an extension of time is **received** in the TYLA office by **April 6, 2009**, and is granted by the TYLA Local Affiliates Committee.

Any request for an extension must be in writing and must demonstrate a good-faith effort and an ability to utilize the grant for the originally approved purpose within a reasonable period of time.

If it becomes clear at any time during the grant year that all or a portion of the grant will not be used for the originally approved purpose, the grant recipient is requested to return those funds immediately.

If you have any questions, please contact:

Kristie Wright
Co-Chair, Local Affiliates Committee
Haltom & Doan
6500 Summerhill Road, Ste. 100
Texarkana, Texas 75503
kwright@haltomdoan.com
(903) 255-1000

SUBMIT COMPLETED APPLICATIONS TO:
Texas Young Lawyers Association
Local Affiliates Grant Program
1414 Colorado, Suite 502
Austin, Texas 78701
Fax: 512-427-4117 or tbrown@texasbar.com
DEADLINE FOR RECEIPT: August 15, 2008

**TYLA LOCAL AFFILIATES GRANTS PROGRAM
REPORT FORM FOR 2008-2009**

Form must be printed or typed and received in the TYLA office by April 6, 2009
A separate form must be completed for each grant project.

Name of Local Affiliate: _____

Title of grant project: _____

Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

Total Grant Awarded: _____ Total Funds Returned: _____

(Attach Local Affiliates Grant Program Financial Report and receipts.)

1. **Project Summary:** *(Include project goals, how goals were met, and other group or individual participation)*

2. **How was TYLA Recognized for Awarding Grant Funds:** *(Attach a copy or representative sample)*

3. **List of Enclosed Project Productions or Publications:** *(Attach final products or publications)*

Approved by: _____

Current Local Affiliate President

Date: _____

Deliver this form by April 6, 2009, to:

**Texas Young Lawyers Association
Local Affiliates Grants Program
1414 Colorado, Suite 502
Austin, Texas 78701
tbrown@texasbar.com
Fax: 512-427-4117**

**LOCAL AFFILIATE GRANT PROGRAM
FINANCIAL REPORT**

Part A	INCOME	
DESCRIPTION	AMOUNT	
Texas Young Lawyers Association Grant		
TOTAL INCOME:		
Part B	EXPENSES	
<i>Attach receipts, invoices, or other supporting documents</i>		
DESCRIPTION	AMOUNT	
TOTAL EXPENSES:		
Part C	IN KIND CONTRIBUTIONS	
DESCRIPTION	AMOUNT	
TOTAL IN KIND CONTRIBUTIONS:		
TOTAL		
TOTAL TYLA INCOME	APPLICABLE EXPENSES	TYLA GRANT FUND BALANCE

**TYLA LOCAL AFFILIATES GRANTS PROGRAM
GRANT EXTENSION REQUEST**

Form must be printed or typed and received in the TYLA office by April 6, 2009
A separate form must be completed for each grant extension requested.

Name of Local Affiliate: _____

Title of grant project: _____

Contact Name: _____

Address: _____

Phone: _____

E-mail: _____

Total Grant Awarded: _____

Requested Date to Report: _____

(Specify the date by which you will submit your grant report.)

1. **Status of project:** *(Explain why project has not been completed and give a timeline for completing the project)*

2. **List prior extensions requested and approved, if any for this grant:**

Approved by: _____ **Date:** _____

Current Local Affiliate President

Deliver this form by April 6, 2009, to:

**Texas Young Lawyers Association
Local Affiliates Grants Program
1414 Colorado, Suite 502
Austin, Texas 78701
tbrown@texasbar.com
Fax: 512-427-4117**