

Virginia Law Foundation Grant Application

Please submit two copies to the Virginia Law Foundation at the address below. In addition, please submit one pdf copy of the entire application to: tmoore@virginialawfoundation.org

The following documents are required with each Application:

- Copy of most recent 501(c) (3) determination letter from IRS
- Copy of most recent audited financial statements
- Copy of most recent IRS Form 990
- List of your Board of Directors/Trustees
- Biographical profile of the essential personnel responsible for implementing the grant
- Your organization's Budget for the current fiscal year
- Budget for the proposed program

Date of Proposal: _____

Applicant/Organization Name: _____

Address: _____ City/County: _____

State: _____ Zip: _____ Phone: (____) ____ - ____ Fax: (____) ____ - _____

Website: _____

Organization's Mission
Statement: _____

Applicant Organization FEIN: _____ Date Incorporated: _____

Fiscal Year: _____ (from) _____ (to)

IRS Tax Classification:
Tax Exempt 501 (c) 3 _____
Governmental Tax Exempt entity _____
Other (specify) _____

Executive Office Name: _____ Phone: _____

Fax: _____ Email: _____

If different from above please list the Project Contact name: Phone: _____

Fax: _____ Email: _____

Project Title: _____

Total Project Cost: \$ _____ Total requested from VLF: \$ _____

Under which prong of the VLF Vision Statement does this project apply?

Rule of Law

Access to Justice

Law Related Education

Anticipated Project Start Date: _____ End Date: _____

Has the applicant organization received prior funding from the VLF? yes no

If "yes", in what year was the most recent funding received? _____

Project Summary (75 words or less): _____

How many Virginians do you estimate that this project will directly influence? _____

What geographical area(s) will this project serve? _____

PROJECT GOALS

Project Goal #1

Anticipated Outcome:

Project Goal #2

Anticipated Outcome:

Project Goal #3

Anticipated Outcome:

PROJECT BUDGET FORM

Projected Budget Total: _____

Projected Dates: Beginning: _____ End: _____

PROJECT INCOME

Proposed Sources of Funding:

Virginia Law Foundation: \$ _____

Applicant Organization: \$ _____

Other Organizations: \$ _____

Other Income (describe*) \$ _____

TOTAL \$ _____

*Other Income: _____

PROJECT EXPENSES (please complete below or use separate sheet if necessary):

Category	Amount
Total:	\$

PROJECT NARRATIVE INSTRUCTIONS

Tell us why the Virginia Law Foundation should fund this project. In making the case, explain the project and its rationale, which may include:

- Context;
- Identification of needs to be met;
- Analysis of how the project will meet such needs;
- Indicators by which you will measure progress;
- Collaboration, consultation and research that went into project development;
- Experience with similar projects; and
- Any other information to help the grant review process.

The following questions are offered as a guide to help you in developing your proposal. The length of the answers is less important than the clarity of information shared. The Project Narrative should be submitted as an attachment.

Context Questions:

- In view of the VLF Vision Statement, how does this project address one or more of the Virginia Law Foundation's areas of focus?
- What are the important long-term results the project is designed or intended to achieve?
- What measurable indicators are proposed to demonstrate whether results are achieved?
- What are the time periods for expected results and how will the results be reported?

Considerations and Grant Criteria Questions:

- What benefits or results are expected to occur as a result of this project?
- How will the results of the project be shared with the broader legal community?
- How will technology be used to improve operational effectiveness?
- What is the sustainability plan for the project?
- Can this project be easily duplicated elsewhere?

Project Design Criteria:

- What populations are to be served by the project?
- What are the specific results to be achieved for the target population?
- How many of the target population are to be served during the grant period?
- What key activities will be undertaken to reach the results?
- Have you collaborated with other entities in the formulation of this proposal or the implementation of the proposed project and/or do you have any community commitment to the project? If yes, please describe.

Project Implementation Criteria:

- What is the proposed implementation timeline?
- Who will be responsible for the project implementation timeline?
- How many individuals will be involved in project implementation? Please describe in terms of occupation and time committed to the project.

PROJECT NARRATIVE

Signed: _____

Date: _____

Title: _____

Please print name shown above

Virginia Law Foundation
Grant Application - Funding Sources

Commitments for Support

Name of Funding Source	\$ Paid
Total	\$0

Applications Submitted for Support

Name of Funding Source	\$ Requested
Total	\$0

Applications In-Progress or Anticipated

Name of Funding Source	\$ Considered
Total	\$0