

# Virginia Law Foundation 2022 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](mailto: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/Organizational Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/County: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Organization's Mission Statement:

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Applicant Organization FEIN: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_



105 Whitewood Road | Charlottesville, VA 22901

Phone: 804-648-0112 | Email: [vlf.info@virginialawfoundation.org](mailto:vlf.info@virginialawfoundation.org) | [www.virginialawfoundation.org](http://www.virginialawfoundation.org)

**IRS Tax Classification**

- \_\_\_\_\_ Tax Exempt 501(c) 3
- \_\_\_\_\_ Governmental Tax Exempt Entity
- \_\_\_\_\_ Other (please 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 Virginia Law Foundation’s mission 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 Virginia Law Foundation? Yes: \_\_\_\_ No: \_\_\_\_

If “yes,” in what year was the most recent funding received? \_\_\_\_\_

Project Summary (75 words or less): \_\_\_\_\_

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

What geographical area(s) will this project serve? \_\_\_\_\_

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## PROJECT GOALS

### Project Goal #1

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### Anticipated Outcome:

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### Project Goal #2

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### Anticipated Outcome:

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### Project Goal #3

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### Anticipated Outcome:

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## PROJECT BUDGET FORM

Projected Budget Total: \_\_\_\_\_

Projected Dates: Beginning \_\_\_\_\_ Ending: \_\_\_\_\_

### PROJECT INCOME

**Proposed Sources of Funding:**

Virginia Law Foundation: \$ \_\_\_\_\_

Applicant Organization: \$ \_\_\_\_\_

Other Organizations: \$ \_\_\_\_\_

Other Income\*: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

\*Please describe other income: \_\_\_\_\_

### PROJECT EXPENSES

Please complete below or use a separate sheet if necessary.

Category	Amount
<b>TOTAL:</b>	<b>\$</b>



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## 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 Virginia Law Foundation's mission 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 the project implementation? Please describe in terms of occupation and time committed to the project.



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## PROJECT NARRATIVE

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_  
**Please print name shown above.**



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## Virginia Law Foundation Grant Application – Funding Sources

### Commitments for Support

Name of Funding Source	\$ Paid
<b>TOTAL:</b>	<b>\$</b>

### Applications Submitted for Support

Name of Funding Source	\$ Paid
<b>TOTAL:</b>	<b>\$</b>

### Applications In-Progress or Anticipated

Name of Funding Source	\$ Paid
<b>TOTAL:</b>	<b>\$</b>



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