

ABA Law Student Division Grant Program

Public Interest, Diversity and Professionalism Grants

The ABA Law Student Division, through its Grant Program, provides financial and program support to student organizations of ABA-approved law schools to establish first-time programs and other activities that emphasize diversity, ethics, professionalism training and public interest/service activities.

The Grant Program is designed to assist law student organizations that implement **new** programs. By helping student groups achieve a successful first-time event, the Grant Program anticipates that a law school dean, student bar association, or other organization will thereafter find financial support for the event in successive years. The Grant Fund is **not** intended to support fundraisers, to be used as a source for donating to charitable organizations or to be a source for funding student travel. ABA Law Student Division sponsored events should benefit a significant number of students. Requests for incidental costs such as travel, lodging, or other personal expenses do not fall within the program criteria.

Any entity or individual at an ABA-approved law school is eligible to submit a grant application. A school may submit more than one application a year. Awards will be based on the submission of well-developed proposals in accordance with the application instructions, with preference given to those that display a benefit to the community, law students, and the profession. Because the Grant Program has a limited amount of resources, all proposals will be closely examined so funds can be disbursed to as many programs and schools as possible. The maximum possible award allowed is \$500 per application and project.

Law schools may apply for funding to conduct programs and activities taking place between September and May of each year. Applications should be **submitted a minimum of four weeks prior to the date of the project**. Applications must be submitted **via email** to the Chicago office and the Secretary-Treasurer and must contain all requisite information and accompanying materials. The Division expects that an application will have all available background detailed in the application, specific budgetary figures and detailed information to aide the committee in its review. Appropriate information to include would be the origin of the program, the purpose it seeks to fulfill, the means by which it will be accomplished, and all alternate funding that is being sought and that has been secured.

All completed applications, including budgets, will be reviewed by the Division upon submission. Preference will be given to first time programs or projects that display a benefit to the community, law students, and the profession. In addition to the application, the following factors may be considered:

- Detailed description of the event/activity, including origin of program, purpose of program, targeted audience, list of all planned participants/speakers (including their titles and affiliations).
- Budget – request must include a detailed budget of all anticipated expenses and projected revenue/funding. Expenses for food (please specify) and beverage (please specify) should be detailed by per person costs.
- List all sources of funding and the amounts. Please explain if the law school/administration will provide funding and how much. If no funding from the school/administration has been allocated, please explain.
- Explain the necessity of funding for this program/activity. What, if any, expenses can you eliminate if ABA Law Student Division funding is not secured?
- Have you requested or received Division funding for another activity this year or any other year?
- How will this program benefit law students, the legal profession and community?
- What is the likelihood that this program/activity will continue next year? Please explain.
- What level of involvement does your law school/student organizations currently have in the ABA Law Student Division?
- Are your law school's ABA Representative and SBA President ABA Law Student Division members? If yes, to what degree are they active in the organization?
- How many ABA Law Student Division members are currently in your law school?

The application is available online for downloading in MSWord and PDF formats at <http://www.abanet.org/lsd/grant.html>.

All complete applications, including budgets, will be reviewed by the Division upon submission. Generally, notification is sent via email to the appropriate contact within two weeks of receiving the grant, provided no additional information is requested by the committee.

Please contact your circuit governor, ABA Representative, SBA President, National Officer, or the Chicago office for more information.

**American Bar Association
Law Student Division
2010-2011 Request for Grant Funds**

The Division, through its Grant Program, provides financial and program support each year to student organizations of ABA-approved law schools to establish new programs/activities which emphasize diversity, ethics, professionalism training and public interest/service activities.

Name: _____	Address: _____
ABA ID: _____	_____
Circuit: _____	City/State/Zip: _____
Law School: _____	Phone: _____
Position: _____	Email: _____

Make Check payable to: _____ **Tax ID #:** _____

Program/Event Information

Name of Program/Event: _____
Location of Program/Event: _____
Date of Program/Event: _____

Purpose/Description of the Program/Event:

Funding Request

Please attach a budget outline for the Program/Event including all expected costs, other sources of funding and proposed funding from the ABA Law Student Division.

Total Program/Event Cost: \$ Amount Requested from Division \$
(Maximum amount is \$500 per application)

Fund Criteria

Please attach a detailed statement describing the Program/Event **and** how your Program/Event will meet each of the criteria listed below. The statement cannot exceed three (3) single-spaced, typewritten pages.

- Detailed description of the event/activity, including origin of program purpose, targeted audience, list of all planned participants/speakers (including their titles and affiliations).
- Budget – request must include a detailed budget of all anticipated expenses and projected revenue/funding. Expenses for food and beverage should be detailed by per person costs.
- List all sources of funding. Please explain if the law school/administration will provide funding and how much. If no funding from the school/administration has been allocated, please explain why not.
- Explain the necessity of funding for this program/activity. What, if any, expenses can you eliminate if ABA Law Student Division funding is not secured?
- How will this program benefit law students, the legal profession and community?
- What is the likelihood that this program/activity will continue next year? Please explain.
- Have you requested or received Division funding for another activity?
- What level of involvement does your law school/student organizations currently have in the ABA Law Student Division? Please explain.
- How many ABA Law Student Division members are currently in your law school?

Limitations and Additional Requirements

Please note that all materials, including letters and brochures that promote your Program/Event must mention that funding has been provided by the ABA Law Student Division. *In addition, a final report, not to exceed three pages, must be submitted to the Law Student Division within 30 days of the Program/Event completion date but no later than June 1.* This report should include a thorough evaluation and summary of the project, number of attendees, feedback about the program, the actual costs incurred, and copies of all mailings and materials produced.

In order to receive reimbursement, you must satisfactorily comply with all reporting requirements and submit original receipts for all authorized expenses. Please note that expenses for staff time, attorney time or the purchase of alcohol are not authorized.

Attachments

- A specific budget outline for the Program/Event including expected costs, expected number of participants, other sources of funding and proposed funding from the ABA Law Student Division.
- A detailed statement describing your Program/Event **and** how the Program/Event meets the criteria listed above. The statement may not exceed (3) single-spaced, typewritten pages.
- Name of whom the check should be made payable, the Federal Tax ID #, and mailing address.
- Optional: You may attach a maximum of one letter of recommendation from your law school. The letter may not be sent separately.

Applications must be submitted a minimum of four (4) weeks prior to the date of the project.

**All Grant Fund Applications must be submitted via email to:
Division Director Patricia Brennan at pbrennan3@staff.abanet.org and
Secretary/Treasurer AnnMichelle Hart at ann.hart.law@gmail.com**