The Advisory Board on Section Reserves has been given the responsibility by the Section to solicit, generate, and review proposals for long range projects to be funded in whole or in part through the use of unrestricted reserves and to make recommendations to the Council at the Spring Meeting for projects to be funded. While the Advisory Board and the Council may consider and approve funding requests at other times of the year, in the interests of fostering a disciplined and thoughtful process for responding to requests for funding, and to promote a streamlined process for solicitation, evaluation and recommendation, the Advisory Board has developed the following procedures, a template for grant proposals, and deadlines for submission of requests for funding of projects that will be carried out during for fiscal year 2020 (September 1, 2019 – August 31, 2020).

Candidate projects should be those that represent important investments in the future of the Section and that would not otherwise be possible based on funding from the Section’s annual operating budget. The 2020 fiscal year will be an especially critical year for the Section as we implement strategic initiatives designed to help us meet the growing challenges we face. The scope and duration of reserved-funded projects could well be varied, but generally are envisioned as ones that would achieve goals consistent with the Section’s long-range objectives to increase Section membership, serve our members more effectively or otherwise further core missions of the Section. For reference, here is a link to 2018-19 Reserves Projects, as well as three sample proposals:

(Sample 1) (Sample 2) (Sample 3)

We encourage a broad range of proposals designed to meet these objectives.

The completed form is due back via our online form, (preferred) or email to the Advisory Board Chair, Tom Zych (tom.zych@thompsonhine.com), with a cc to Tiffany Goldston (tiffany.goldston@americanbar.org), no later than December 15, 2018. Of course, we encourage and welcome proposals that reach us before the deadline. The Advisory Board will review all proposals as they are received to determine whether there may be additional information needed for evaluation, and will send a specific request to the contact person. So that we keep our schedule, we will ask that responses to any requests for additional information must be provided to the Advisory Board within two weeks of receipt of the request for information from the Board.

The Advisory Board will review the proposals and consider each one’s merit based on:

- Consistency with and promotion of the Section’s long-range objectives
- Clear and measurable goals
- Projected benefits and costs
- Appropriateness of funding the particular request through available reserves

The Board will recommend specific project(s) for approval at the Council meeting at the Spring Meeting.

Advisory Board on Section Reserves:
Tom Zych, Chair
James J. O’Connell, Member
Darrell L. Williams, Member
Christine J. Sommer, Member
Lisa M. Phelan, Member
Request for Proposal for Funding to the Section of Antitrust Law Advisory Board on Section Reserves.

Contact Person:
Please provide the following information for the person(s) that will oversee the project. If the proposal is for a multi-year project that will continue beyond August 31, 2019, please confirm that the contacts below will oversee the project for its duration, or designate additional contacts.

Name:
Section Position:
Phone:
Email:
Fax:

Name:
Section Position:
Phone:
Email:
Fax:

Proposal:
Please describe, in detail, the project for which funding is requested.

Project Name:
Project Description:
Identify goal(s) served:
Targeted Audience:
Explain why the project is an “investment” rather than and expenditure from the operating budget:
Explain why alternative sources of funding are not otherwise available:
Project Benefits:
Additional people needed to implement project:

Funding Requested:
Amount of Funding Request:
Duration of Funding (one time versus recurring expense):
Basis for Funding Request: Please describe the basis for your budget estimate.
Third Party Contracting Required:

Note: Projects involving entities outside the American Bar Association may require ABA Board of Governors approval. If funding involves international participants, please identify any visa requirements and tax implications.
**Time Frame:**
Please identify as specifically as possible the time frame for the project.

Project State Date:
Project End Date:
Timeline of Project Milestones:

**Assessment of Benefits:**
Please identify as specifically as possible how you plan to measure the success of the project and its expected benefits.

How will the project’s success be measured?
What benefits should the targeted audience receive?
Who will evaluate the project’s performance upon conclusion?