ABA Forum on Construction Law
Reserve Spending Program
Funding Application Form

Date _______________________
Name of contact ______________________ Title ______________________
Division/Committee/Other ______________________
Address ______________________
Telephone number ______________________ Fax number ______________________
Email address ______________________ Web address ______________________
Check One: | Special Project | Member Benefit
Name of project/benefit ______________________
Funds Requested $ ______________________

Brief description (1 paragraph) of the special project or benefit needing funding:

(Additional information, including budget breakdown, for the special program or member benefit may be attached to this form.)
1) Describe the special project or member benefit for which you are requesting funding, and specify how the funding money will be used to further the FCL’s Strategic Plan (copy attached).

2) Explain how the funding money will help achieve change or improvement in the Forum.
3) Identify your target audience or geographic areas served by the special project or member benefit.

4) Describe any volunteer or staff resources in place to carry out the special project or member benefit.
5) Outline your estimated timetable for implementation.

6) List the specific, measurable objectives of this project or benefit, which the Reserve Spending Committee will use in evaluating your funding application, and in measuring the success of the project or benefit.

7) Confirm that, if selected for funding, you will:
   a. submit a written report to the Governing Committee at least 2 weeks before each national meeting of the Forum, with a status report of your progress, and the amount spent to date versus the total amount funded;
   b. submit a report within 30 days of project or benefit completion, stating the total amount spent versus total amount budgeted, the outcomes achieved and the lessons learned;
   c. grant to the FCL the unlimited rights to use and disseminate all reports, case studies, and any other deliverables and work products; and
   d. not spend more than the amount funded by the FCL.

I agree to these conditions.

Name: ____________________________

Signature: ________________________

E-mail your grant application to:
  Cary Wright: cwright@carltonfields.com
  Tamara Harrington: tamara.harrington@americanbar.org