TRAVIS COUNTY WOMEN LAWYERS’ FOUNDATION (“TCWLF”)

**2024 Application for Grant Program**

**DEADLINE**: ***THURSDAY FEBRUARY 8, 2024***

**Instructions**: Please complete this application and return it, along with a copy of the organization’s IRS verification of exempt status under Section 501(c)(3) of the Internal Revenue Code. To be considered to receive funds, this application must be completed. If necessary, please attach additional sheets to this application.

# Criteria for Awarding Grants:

1. The organization applying must be a 501(c)(3) non-profit organization.
2. **The program for which the grant is requested must provide pro bono legal services and/or other support services to women, families, and/or children in Central Texas who are involved in the legal system. Please make sure your application addresses specifically how funds will be used to provide such services to these particular groups. TCWLF cannot award funds to projects that are not directed at women, families, and/or children who are involved in the legal system.**
3. TCWLF prefers to fund specific projects, rather than merely contribute to a general operating budget.

**Types of Available Grants**: TCWLF awards two types of legal services grants: Impact Grants and Traditional Grants.

* At its discretion, TCWLF ***may*** award one or two Impact Grants each year.
* The remainder awarded are Traditional Grants.
* **Traditional Grants** are awarded in any amounts of $2,500 to $7,500 and support the provision of pro bono legal services and/or other legal support services to women, families, and/or children in Central Texas who are involved in the legal system.
* **Impact Grants** are awarded in amounts of $10,000 to $20,000 and provide an organization with a more substantial financial contribution that would allow that organization to expand their services, stage an event, pay for specialized training, or fund a similar activity that the organization would otherwise be unable to accomplish and that would have a long-lasting impact on the delivery of pro bono legal services and/or other support services to women, families, and/or children in Central Texas who are involved in the legal system.

If you are requesting both an Impact Grant and a Traditional Grant, **you must fill out and submit a *separate form* for each type of grant. A single application that purports to seek both an Impact and an Operating Grant will NOT be considered.**

# On or before 5:00 p.m. Thursday, February 8, 2024, please scan this form and all attachments into a PDF format and return it to TCWLF via the following email:

# [TCWLF.grants@gmail.com](mailto:TCWLF.grants@gmail.com)

**TCWLF will not consider applications received after February 8, 2024.**

If you have any questions, please contact one of the TCWLF Grant Coordinators:

**Barbara Balliette 512.647.6103** or **Sara Berkeley Churchin 210.827.0699**

# General Information

Name of Organization:

Address:

Primary contact person Name, Title, Phone Number and Email Address:

Secondary contact person Name, Title, Phone Number and Email Address:

Type of Grant Requested (circle one): IMPACT TRADITIONAL

Amount of Grant Requested:

# Description of Organization

In addition to answering the specific questions below, please describe the organization’s purpose, structure, programs, staff, number of people served, length of existence, etc. Please provide any additional information that you would like TCWLF to consider in the selection process. (***Please provide the organization’s website address, if applicable***.)

1. Who is the organization’s “target” population?
2. How are the participants or clients selected?
3. Describe the services offered by the organization.

# Financial Information

1. What is the annual budget for the organization?
2. How many employees does the organization employ (provide full-time and part-time breakdown)?
3. Provide an approximation of how funds and staff time are expended in the organization:

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **FUNDS** | **STAFF TIME** |
| Program Services |  |  |
| Fund Raising Expenses (Direct and Indirect) |  |  |
| Administrative |  |  |
| General |  |  |
| Other (describe) |  |  |
| Other (describe) |  |  |

**Use of Funds**

1. If a grant from TCWLF is awarded, how will the organization use the grant? (Please note: TCWLF prefers to award grants that fund a specific project or initiative, in whole or significant part. TCWLF does not award grants that fund an organization’s general overhead expenses.) Please specifically explain how the grant will be used to assist women, children, and/or families who are involved in the legal system.
2. If you are requesting an **Impact Grant**, please provide the following information:
   1. The specific activity for which you are requesting the Impact Grant;
   2. The importance or contribution that this activity offers your organization;
   3. The efforts that this organization has undertaken to fund this activity and the reason that the Impact Grant is necessary to achieve this goal;
   4. The lasting effect that this one-time grant will have for the organization, specifically for the delivery of legal services or support services to women, families, and children who are involved in the legal system in the Central Texas area; and
   5. Whether the organization is willing to prepare and submit a six-month follow-up report regarding the specific activity for which the Impact Grant was awarded.
3. Provide a list of major funding sources, with the percentages of funding support (e.g. United Way 30%, Grants 40%, etc.).
4. Does the organization utilize volunteers? If so, how many are there, how are they recruited, and describe their duties.
5. Will any of the funds, if granted, be used to promote religious or political beliefs? If so, please explain.
6. Has this organization received TCWLF grants in the past? If so, please list the year and the amount of each grant received in the last 5 years.

# A Compelling Case

At our Grants & Awards Luncheon in April, we will highlight one winning organization with a video demonstrating how the organization’s services have directly impacted a particular service-recipient. We hope this presentation will not only showcase the amazing services provided by our winner(s) but will also appeal to the compassion of our luncheon attendees to inspire future donations so that we may continue to grow TCWLF’s grant program. (The information provided in this section also factors into TCWLF’s grant-award decisions).

Below, please provide a brief narrative of a recent “compelling case” that your organization would highlight if selected for this presentation. Please include the following information: What service(s) were provided, whom they were provided to, and the resulting impact of those services; the approximate time frame; the names of the persons from your organization directly involved in this case; and an explanation of who (1-3 people) would most effectively tell this story to our audience, in a video format to be prepared through TCWLF in advance of the luncheon. Hearing directly from service recipients, if possible, is preferred.

# Submitted by:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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