



[www.sacramentolawfoundation.org](http://www.sacramentolawfoundation.org)

425 University Ave., Suite 120, Sacramento, CA 95825 • (916) 564-8780 • Fax (916) 564-3787

## **Sacramento Law Foundation - Grant Application**

### **BACKGROUND AND PURPOSE**

The Sacramento Law Foundation (“SLF”) was originally established in 1986 as the Sacramento County Bar Foundation. In 2005, the organization changed its corporate name to Sacramento Law Foundation. While separate from and independent of the Sacramento County Bar Association (“SCBA”), the SLF maintains an affiliation with the SCBA, which has the right to appoint one of the SLF’s directors from among the officers and directors of the SCBA. SLF also has a voting seat on the SCBA Board of Directors. SLF is a charitable 501c(3) organization.

The Sacramento Law Foundation has a long history of providing grants to organizations in the Sacramento, California region that improve the administration of justice, enhance public confidence in the legal profession, cultivate understanding of and respect for the rule of law, and support law-related public services. These grants are awarded by the SLF Board of Directors on an annual basis to organizations that provide these services and meet criteria established by SLF’s Board of Directors. The SLF’s grant program is funded by donations from individuals and local businesses (primarily law firms), as well as by income SLF realizes from special events and fundraisers. The SLF has operated its grant program since the organization’s inception.

Although on occasion the SLF will provide all of the funding necessary for a particular program, in the majority of cases only a portion of the projected budget may be underwritten, usually on the express condition that the balance of the funds will be raised from other sources. These grants of “seed money,” however, often provide crucial assistance, not only in the form of the money itself, but in the form of building confidence of other funding sources that wish to contribute to such programs.

Due to budget constraints, the SLF can only support a few of the worthy projects for which applications are submitted. Lack of approval should not be considered a reflection upon the merits of a project, and applicants are encouraged to reapply in the future.

## DEADLINES

**Applications this year are due Friday, March 24, 2017.** Applicants will be informed of the outcome of applications within 45 days of the due date. Applications received after the due date may be resubmitted for consideration for next year. Applications will be evaluated by SLF's Board of Directors. Applicants will be notified by letter of the disposition of their applications. Early applications are encouraged.

### APPLICATION INSTRUCTIONS

Applications may be submitted by e-mail to [stephen.duvernay@gmail.com](mailto:stephen.duvernay@gmail.com) or through SLF's website at: <http://www.sacramentolawfoundation.org/>. Alternatively, applicants may submit hard copies of their application by mailing the original application and two copies should be mailed or personally delivered in an envelope addressed to:

Personal communication with individual members of the Board of Directors regarding the status of a specific application is not encouraged. Such inquiries should be directed to SLF by e-mail at [stephen.duvernay@gmail.com](mailto:stephen.duvernay@gmail.com) or to SLF board member Steve Duvernay at 916-447-4900.

Successful grant applications will be required, as a condition of funding, to complete two separate SLF "Follow-up Reports." The first must be submitted within 60 days of receiving the grant, and the second must be submitted 180 days after receiving the grant. The reports shall detail the expenditure of the funds, the receipt and expenditure of any matching funds, and an evaluation of the project's achievements. More information concerning these reports will be given to organizations upon receipt of funding.



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### GRANT APPLICATION

Each application must contain a cover page and provide the following information.

**Application Deadline: Friday, March 24, 2017**

#### 1. Cover Page

Please include the following information on the cover page of your application:

Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

Contact: \_\_\_\_\_

Person: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Brief summary of project and its objectives: \_\_\_\_\_

\_\_\_\_\_

Amount Requested from SLF: \_\_\_\_\_

\_\_\_\_\_

Budget for the Project: \_\_\_\_\_

\_\_\_\_\_

Organization's total income and expenses: \_\_\_\_\_

\_\_\_\_\_

## **2. Organization/Background**

Discuss your organization's general background, its purposes and objectives, past project accomplishments, and its connection to the Sacramento area, and Internal Revenue Service tax status.

## **3. Problem Statement**

Name the problem your project plans to address, including the seriousness of the problem, the affected groups, and what would happen if the problem were left untreated.

## **4. Project Methods and Expectations/Outcomes**

Describe the project activities and how they will address the problem. If the project is an annual or recurring project, describe the history of the project. Describe who and how many will be served by the project. Describe the outcomes, ideally of a measurable nature, that your organization wishes to achieve with the project and grant funding.

## **5. Budget and Funding Sources**

Submit the project's budget for the previous twelve-month period (if available), and for the next twelve months. In addition, include the source and amount of other funding sources that have contributed, that plan to contribute, or that you have applied to for funds to cover these same periods.

## **6. Deadlines**

Describe any relevant deadlines by which the program would require a decision on the grant and receipt of funds.

## **7. Certification**

Each application must contain the following certification:

I hereby affirm under penalty of perjury that all the information contained in this application is to the best of my knowledge true.

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

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

**Relationship to Organization:** \_\_\_\_\_

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