

# NASHVILLE BAR FOUNDATION

## GRANT GUIDELINES

The **mission** of the Nashville Bar Foundation is . . .

- ✧ to support and expand the provision of law-related educational and charitable programs and services that promote the knowledge, understanding, and respect for the law among students, the general public, and the legal community;
- ✧ to preserve the honor and integrity of the legal profession;
- ✧ to foster collegiality among members of the legal profession; and
- ✧ and to improve the administration of justice throughout the greater Nashville area.

### GRANT PROCESS

The Foundation will allocate funding each budget year on the basis of written applications in a format prescribed by the Foundation. Grant Applications can be requested by email to [vicki.shoulders@nashvillebar.org](mailto:vicki.shoulders@nashvillebar.org) or found on the Foundation's website at: <http://nashvillebar.org/NashvilleBarFoundation.html>.

**Applications are due no later than January 15** of each year for consideration by the Foundation at its next meeting. Any application received after the applicable deadline will not be considered.

A typical grant is \$2,500 or less.

All applications will be screened initially by the staff of the Foundation in order to establish:

- ✧ eligibility of the applicant to receive Foundation funds, and
- ✧ the completeness of the application.

The Foundation may, in its discretion, request supplements to the applications and make on-site visits or require an applicant to appear at a Board or Committee meeting.

The Nashville Bar Foundation Board of Trustees will make the final decision on which grant applications to fund and the amount of funding. The Foundation reserves the right to make changes in this program and to refuse to award or renew any grant to a grantee in its sole discretion.

Applicants will be notified in writing by March 1 of the disposition of any grant application that has been timely submitted on or in advance of the applicable deadline.

All grants will be made pursuant to a written acknowledgement by the Foundation to the recipient, setting forth any terms and conditions of the grant award. The method of payment (prepayment, installments, or reimbursements) will be specified on a case by case basis at the time of making the award. The Foundation may require an accounting of funds expended as a condition of the grant.

## **ELIGIBILITY**

The Nashville Bar Foundation provides funding for projects that further its objectives and purposes, as stated above. To be eligible, an organization must be a 501(c)(3) and must provide a copy of its 501(c)(3) determination letter from the IRS.

If you have any questions about the grant application process, please contact Traci Hollandsworth at 615.242.9272 or e-mail her at [traci.hollandsworth@nashvillebar.org](mailto:traci.hollandsworth@nashvillebar.org).

## **EMERGENCY GRANTS**

Emergency Grants are intended for sudden, unanticipated and unavoidable challenges that, if not addressed immediately, could adversely impact an organization's stability and/or ability to achieve its mission.

Applications for emergency funds must follow the Grant Application Guidelines (except with respect to the Grant Application deadline) and shall be made to the Foundation through the Executive Director. If the request for emergency funds precedes the next scheduled meeting of the Board of Trustees by more than 30 days, the Executive Director shall forward the application to the Board President, who may request a special meeting of the Board to act upon the application.

## APPLICATION SUBMISSION

**One (1) electronic version** of the application and all supplemental materials must be sent electronically in a **portable document file (pdf)** format to Traci Hollandsworth at [traci.hollandsworth@nashvillebar.org](mailto:traci.hollandsworth@nashvillebar.org).

## MONITORING OF GRANT RECIPIENTS

Recipients of Foundation grants will provide the following information to the Foundation:

- ✧ A final written report as to how the grant money has been spent and the results achieved;
- ✧ A written interim report, if requested as a condition of the grant, as to how the grant money has been spent and the status of the program;
- ✧ A copy of the applicant's audited financial statement for the fiscal year in which the grant was made, as soon as it becomes available; and
- ✧ Responses to any reasonable requests for further information by the Foundation.

## EXCLUSIONS

The Foundation **does not** make grants:

- ✧ in support of religious, political or lobbying purposes;
- ✧ to endowment campaigns;
- ✧ to individuals; or
- ✧ if awarding the grant would jeopardize the Foundation's tax exempt status.

## FURTHER INFORMATION

If you have questions or require further information, please contact:

Traci Hollandsworth  
Nashville Bar Foundation  
150 4<sup>th</sup> Avenue North; Suite 1050  
Nashville, TN 37219

E-mail: [traci.hollandsworth@nashvillebar.org](mailto:traci.hollandsworth@nashvillebar.org)  
Phone: 615.242.9272

**NASHVILLE BAR FOUNDATION**  
**GRANT APPLICATION**

**COVER SHEET**

Name of Organization:	
Project Title:	
Contact Person:	
Address:	
City/State/Zip:	
Phone:	Fax:
Website:	
E-mail:	
Amount Requested:	
Tax Exempt: _____ yes _____ no _____ pending (Attach copies of IRS Exemption letter.)	

**Summary of Grant Request**

You must complete the space below. Use only this space. Do not attach a separate sheet. Please write this summary suitable for use in press releases related to any grant that may be awarded.


**Grant Request**

Please answer the following questions in the space provided.

- 1. Describe your organization and its major services/activities.
  
  
  
  
  
  
  
  
  
  
  
  
- 2. How will the grant be used?
  - a. Describe the specific objectives of this project. Include project objectives and plan of action for accomplishing them, the needs to be met, geographic area(s) and population(s) to be benefited, and the anticipated results/impacts.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  - b. Note whether this is a new initiative or ongoing program.

c. List the plan and time schedule to accomplish the stated objectives.

3. How would a grant to you further the Nashville Bar Foundation's mission?

4. Identify the key individuals who will be involved in the project and list their qualifications.

5. List sources to which other applications for funding for this project have been made and the amounts of each request and commitments. Indicate with an asterisk those sources from which commitments have been received.

6. Describe future funding plans if this is to be an ongoing project.

7. List any grants previously received and/or grant applications denied from the Nashville Bar Foundation in the past five years.

## **Financial Information**

What is the fiscal year for the organization? \_\_\_\_\_

For this project? \_\_\_\_\_

Attach the budget for the organization and for the project for the fiscal year in which the grant is being requested. Please include the sources and amounts of other funding, actual or projected, for the project; and a statement of any projected deficit or surplus for the project.

## **Additional Information**

Please attach the following information:

1. The most recent financial statements, audited if available.
2. A copy of the IRS determination letter of tax-exempt status.
3. A list of current Officers and Directors of the organization.

In order to be considered for an additional grant, **if funds were received in the prior year**, you must complete an **Evaluation Report** on the attached NBF form.

Please submit the Grant Application and supplemental documents **by email** no later than 4:00 p.m. January 15 for consideration by the Foundation at their next meeting:

Traci Hollandsworth  
Nashville Bar Foundation  
[traci.hollandsworth@nashvillebar.org](mailto:traci.hollandsworth@nashvillebar.org)

**NASHVILLE BAR FOUNDATION**  
**EVALUATION REPORT**  
**FOR PRIOR NBF GRANT RECIPIENTS**

Grantee (Organization Name):
Project Title:
Name of Person Completing Form:
Phone:
Amount Granted by NBF:
Date Project Commenced:
Date Project Completed:

1. Describe the project activities implemented with the NBF grant. Include project objectives, the needs met, geographic area(s) and population(s) benefited.
  
2. Discuss whether or not the project's objectives have been achieved. If not, please explain.
  
3. State whether the budget differed from actual expenditures and, if so, please explain the differences.