

American Academy of Matrimonial Lawyers Foundation Grant Application

INTRODUCTION

The American Academy of Matrimonial Lawyers Foundation was chartered in 1990 for charitable and educational purposes, including presentation of programs to educate the public, Judges and attorneys about various aspects of family law. Additionally, the Foundation aspires to elevate the standards of practice of family law, including educating the members of the bar about appropriate standards of professional responsibility for the practice of family law. The Foundation solicits proposals for programs or activities which promote these goals and awards funds to those organizations which the Foundation deems most meritorious.

FUNDING POLICY STATEMENT

The Board of Directors of the American Academy of Matrimonial Lawyers Foundation considers grant applications for proposal designed to:

1. Educate Judges and attorneys, allied professions and the public about the protection of children in the legal process;
2. Promote research and education involving issues pertinent to family law.
3. Educate Judges and attorneys about appropriate standards of professional responsibility for the practice of family law.
4. Promote pro bono and low cost family law legal representation and ancillary mental health services of and for indigent clients, with a special emphasis on abused spouses and children.

ELIGIBLE APPLICANTS

To be eligible to make application for funds from the American Academy of Matrimonial Lawyers Foundation, an applicant must:

1. Be an organization that has received a determination letter (which is then currently in effect) from the Internal Revenue Service that it qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code; or
2. Be able to demonstrate that the proposed project for which the funds will be used qualifies as an activity in which a Section 501(c)(3) organization is permitted to engage; or
3. Individuals who provide research and/or education involving issues pertinent to family law.

AAML FOUNDATION FUNDING POLICIES/GUIDELINES

Grant awards will not be made to:

1. Organizations designed primarily for lobbying or dissemination of religious or political views;
2. Organizations which maintain a State sales/use tax exemption on any of its activities on the basis of being a religious organization or which maintains a State property tax exemption on the basis that said property is used for religious worship;
3. Political organizations or campaigns;
4. Endowment funds or campaigns;
5. Scholarship funds or campaigns;
6. Lawyers or law firms in private practice;
7. Organizations substantially funded by Legal Services Corporation.

As a general rule, the Foundation will give priority to projects which are either initiated and completed within the grant year or receive funding from other sources after the Foundation provides the initial start-up funds. Also, a grant awarded to an approved applicant will ordinarily not exceed \$5,000 and not exceed a 12 month budget period.

The grant award monies will ordinarily be disbursed to an approved applicant in October of each year.

APPLICATION SUBMISSION REQUIREMENTS

An original application, signed by the properly authorized officials, must be returned along with nineteen (19) copies thereof to the American Academy of Matrimonial Lawyers Foundation, no later than July 15th of the year in which the application is submitted.

The applicant's proposal **MUST**: (1) respond to all questions set forth in the "Project Narrative" and (2) contain all data required by the application or it may be deemed incomplete and ineligible for consideration. The applicant is encouraged to provide as much detail as appropriate to assist the Board of Directors of the Foundation in making its grant award decisions.

DOCUMENTS WHICH REQUIRE RETURN ARE:

1. Signed grant application facesheet;
2. Completed project narrative sheets;
3. Proposed project budget sheet;
4. Copies of the applicant's operating budget (or year end financial statements) for the previous two years;
5. A copy of the most recent progress report the applicant has submitted to its principal funding agency (if applicable);
6. Tax status letter and Federal Tax I.D. number.

APPLICATION DEADLINE

The completed original application, and the required nineteen copies, must be received by the Foundation no later than 5:00 p.m., July 15th of the year in which the grant is submitted. An application received after the deadline will not be considered.

Mail or return application to:

American Academy of Matrimonial Lawyers Foundation
150 North Michigan Avenue - Suite #2040
Chicago, Illinois 60601

For information or clarification contact:

American Academy of Matrimonial Lawyers Foundation
150 North Michigan Avenue - Suite #2040
Chicago, Illinois 60601
(312) 263-6477
office@aaml.org

AAML FOUNDATION GRANT APPLICATION FACESHEET

NAME OF APPLICANT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER: AREA CODE _____ NUMBER _____

GRANT REQUEST FOR CALENDAR YEAR _____ \$ _____

PROJECT TITLE _____

PROVIDE A SHORT SUMMARY OF THE PROJECT

If funds are awarded by the Foundation, the applicant agrees to accept the funds with all of the terms, conditions and assurances appearing in this form.

Project Director, Authorized Organization Official, and/or Individual Applicant

Printed Name _____ Printed Name _____

Title _____ Title _____

Signature _____ Signature _____

Date _____ Date _____

CONDITIONS AND ASSURANCES

The applicant understands that by accepting funds awarded pursuant to this application, it assents to:

1. Where applicable, restrict the use of Foundation funds to activities permitted by organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code;
2. Not discriminate, on the basis of race, color, religion, sex, age, handicap, or national origin, against: (a) any person applying for employment or employed by the grantee with respect to any personnel action proposed or taken concerning an applicant or employee; or (b) any person seeking participation in, or the benefits or proceeds of, the program or programs supported in whole or part by this grant,
3. Provide the Foundation with adequate narrative reports and financial accountings for the expenditure of the grant funds by submission of a:
 - a. Progress report no later than June 1st of the year following grant;
 - b. Final report no later than December 1st of the year following grant; and
 - c. Copy of an independent audit report (if applicable), or other sufficient report, which encompasses the accounting for the grant funds.
4. Use funds awarded under this grant solely for purposes described in the grant proposal, subject to any modification or restrictions directed or approved by the Foundation.
5. An on-site visit from Foundation personnel to observe the project, discuss the project with personnel and review financial and other records and materials connected with the activities financed by this grant.
6. Bind any delegate agency or organization that undertakes responsibility for any part of the approved project by these Conditions and Assurances.
7. Follow the Foundation's directions with respect to the use or disposition of AAMLF fund balances if: (a) this grant is terminated before its expiration date; (b) the applicant ceases operation; or (c) the grant award period expires.

NAME OF GRANT APPLICANT: _____

PROJECT NARRATIVE

1. INTRODUCTION:

- A. Describe your organization, its history and purpose.

2. GOALS OR NEEDS STATEMENT:

- A. State the existence of the project using statistics or supported concerns.
- B. Define the need for your proposed project and the specific area and/or population to be served.
- C. Explain the potential impact if project is not implemented.

3. PROJECT OBJECTIVE:

- A. Describe the objective(s) of the project.
- B. In measurable terms, how do you expect to meet your objective?

4. METHODS:

- A. Describe the activities to be initiated to achieve the desired objective, the responsible parties, the timetable of activities, and justify all items listed on the "Proposed Project Budget" form.

- B. Explain the relationship of this initiative to existing projects which provide similar services.

5. FUTURE FUNDING:

- A. Describe your efforts to obtain funding and other community support for this project.

- B. Describe future plans to continue this initiative and to fund the costs of this project.

6. TAX STATUS:

- A. Describe the organization/agency's organizational tax status.

- B. If applicant is not a recognized tax-exempt organization, describe its charitable purposes.

- C. Attach a copy of the most recent letter from the Internal Revenue Service determining tax status.

7. PROPOSED PROJECT BUDGET

Name of Organization/Agency: _____

Fiscal Year: _____ to _____

Expense Category Proposed Project Budget

Salaries \$ _____

Employee Benefits
& Taxes \$ _____

Office Space \$ _____

Equipment \$ _____

Supplies \$ _____

Telephone \$ _____

Travel \$ _____

Other (Specify) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL PROJECT BUDGET \$ _____

TOTAL AAML FUNDS REQUESTED \$ _____

NOTE: Should the Total Project Budget amount exceed the Total AAML Funds Requested, please explain what funding source is providing the difference.

