



THE FLORIDA BAR YOUNG LAWYERS DIVISION
AFFILIATE OUTREACH CONFERENCE

GRANT APPLICATION

DEADLINE
FRIDAY, DECEMBER 7, 2018



Project Grant Applications: How to Qualify for Award Money

Please provide a narrative summary of your project, divided into sections using the section headings listed below. In the past, the Florida Bar YLD has awarded affiliates as much as \$5,000.00, although typical awards range from \$500.00 to \$1,500.00. The submission of a grant application does not guarantee the receipt of award money. Award decisions are at the sole discretion of the YLD Board of Governors. The deadline for application submission is **December 7, 2018**. In order to be eligible for an award, an affiliate must present its grant idea at AOC on January 13, 2018. The Florida Bar YLD will notify applicants of their award on or before January 31, 2019. Your project must be completed within one calendar year from the date funds are received. The YLD will not fund projects primarily political, partisan, or inconsistent with the activities and priorities of the Florida Bar.

- I. **Short Project Title:** Provide a title for your project for use in the AOC materials.

- II. **Contact Information:** Provide the name, mailing address, telephone number, and email address of a contact person or persons at your Affiliate. The mailing address should be the address where The Florida Bar should send any award funding. Additionally, in this section, please identify the individual(s) who will present your project at AOC on January 12, 2019.

- III. **Describe Your Affiliate:** Please provide a brief description of your Affiliate, including:
 - The total number of members of your Affiliate, if known.
 - The past attendance of your Affiliate at AOC.
 - The names of the last three AOC Projects for which your Affiliate has received funding and the amount of the funding (if applicable).

- IV. **Summarize the Purpose of Your Request:** Provide an organized and well-conceived project summary.

- V. **Project Objectives/Description:** Describe the project in detail and address the following questions:
 - What needs does the project address? Why are these needs important to your Affiliate? To what groups will the project provide services (young lawyers, the community at large)?
 - How many people will the project serve?
 - What other projects in the area provide similar services to the same group(s)? When and with what success? How is your project different/similar? Will your group work with any other organizations in implementing this project?
 - How will the public and/or young lawyers benefit from the project?
 - What impact will the project have in the local or legal community?
 - Will handouts or other materials be sold or provided to participants?
 - Is this an easy project for other young lawyer affiliates to replicate?

- From what other sources are you seeking funding for this project?
 - If you are awarded YLD funds, how will you recognize the YLD's support of your project?
- VI. **Project Evaluation/Timeline:** Please provide a timeline for implementation of your project and the results you expect to achieve. Explain how you will measure the effectiveness of your project. Describe the criteria for success of the project.
- VII. **Project Organization:** Provide a narrative or an organizational chart showing the proposed project structure. Outline the lines of authority and role of your Affiliate, senior bar, bar staff, other law-related organizations, community groups and appropriate governmental agencies, and how they will relate.
- VIII. **Budget:** Develop a preliminary line item budget of monies needed to complete your project. State whether additional funds can be obtained, if necessary, to achieve the project objectives and continue the project in the future. Please provide information on the projected sources for all funds. If you are providing sponsorship opportunities, please provide a summary of those opportunities. Show the total cost, the amount requested from the YLD and contributions from all other sources (cash or in-kind). **If you budget for expenditures to cover staff or attorney time, meeting space, alcoholic beverages, or travel reimbursement, you must show income outside of the YLD funds to cover these expenses as YLD funds cannot be used for these expenditures.**
- IX. **Exhibits:** Please attach any exhibits supporting your Affiliate's project grant application. However, given copying costs, please only include essential exhibits with your application.
- XI. **Page Limitation:** Applications should not exceed five (5) typed pages, not including exhibits.
- XII. **Project Presentations:** To be eligible for funding, each Affiliate must present the project at AOC on January 12, 2019. Each Affiliate will have 3 minutes to present their project and field questions from the grant decision committee. The YLD Board of Governors encourages creative, innovative and fun presentations. **This year, the YLD Board of Governors is encouraging (but not requiring) affiliates to submit a video grant presentation, or incorporate a video into their grant presentation, to make the presentations more entertaining. However, even if an affiliate utilizes a video for the entirety of the presentation, we ask that at least one representative from that affiliate be present to field questions from the judges.** A projector is available for your presentation. If you plan to use technology (PowerPoint, videos, etc), **you must provide the materials to Tom Miller (tmiller@flabar.org), on or before January 7, 2019.**

XIII. **Follow-up:** Affiliates are encouraged to submit a closing report upon completion of the project. This report should inform the YLD of the success of the project and the use of the YLD funds.

The DEADLINE for project applications is December 7, 2018. Early submissions are encouraged and may receive additional points in the scoring process. Late submissions are subject to exclusion and loss of points in the scoring process.

To submit your project application, email one electronic copy (via Word, Wordperfect, or PDF) to Local Awards Chair Alex Palermo (alex.palermo@syniverse.com) and Program Administrator Tom Miller (tmiller@flabar.org). Please title the attachment as follows: (Affiliate Name) AOC Grant Application. You will receive a confirmation email. Submitting an application will serve as authorization to post, duplicate, and/or disseminate all or portions of your application at the sole discretion of the YLD Board of Governors. For any questions, please contact Alex Palermo at alex.palermo@syniverse.com or Lindsay Tygart at llt@cokerlaw.com.