

**L&E Section Diversity Grants—Application Format**  
*Proposals must be received by November 30, 2012*

**All L&E Section Diversity Grant applications must include the following:**

**A. Cover Sheet**

Every application must include a Cover Sheet. The format for the coversheet is included on the L&E Section's Grants page of the State Bar website.

**B. Project Description**

All applicants must also submit a full project description providing the following:

1. A statement of the problem that the project will address.
2. A statement of the objective of the project and how you will measure its success.
3. A description of the project.
4. A description of the extent to which the project meets the Funding Criteria outlined by the Grants Committee.
5. A brief summary of what, if anything, others have already done in this area. The application must attest that an effort has been made to determine whether any federal, state or local government agency is currently providing a similar service and, if so, that the applicant has coordinated with the agency to ensure that services already being provided will not be duplicated.
6. The estimated schedule for the project. Discuss what steps will be taken at specific points during the project period.
7. A proposed budget, including: (a) the organization's total budget; (b) the project's total budget; (c) the amount of funds requested; and (d) additional funding sources and fundraising strategies for the organization and the project, if any. Indicate the specific purpose for which you are requesting funds and your priorities in the event that the Section awards your organization less than the full amount requested.
8. Optional: You may send us supplemental material that you think is crucial to your application, such as letters of endorsements and newspaper articles regarding the project.

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### **C. Certification Regarding Use of Grant Funds**

All applications must also include a certification signed by you indicating that if awarded grant funds, you will:

1. Spend the grant funds solely on the program specified in the grant application;
2. Spend the grant funds within 9 months of your receipt;
3. Not use any portion of the grant funds for the payment of attorneys' fees;
4. Within 30 days of the completion of the program, provide a final fiscal report to the L&E Section, setting forth an accounting of how the grant money was spent;
5. Grant the L&E Section's Executive Committee the right to audit your organization's books and records regarding the expenditure of grant funds;
6. Grant the L&E Section the right to send one representative of the Executive Committee to monitor the program (at no cost), and provide such invitation 30 days in advance of the program;
7. Prominently display the L&E Section's sponsorship of the funded program in the materials for the program;
8. Provide L&E Section membership applications to the attorneys or students who attend the program;
9. Within 30 days of the completion of the program, furnish to the L&E Section a roster of attendees, with Bar numbers, for any program that includes MCLE credit; and
10. For any program to be held at a hotel, host the program at a union hotel (unless there is no union hotel in the geographical area in which the program is located).

Please be aware that in the event you are awarded a grant, the L&E Section Executive Committee may audit the expenditure of any grant funds awarded, including an inspection of your supporting financial documentation.