

Worcester County Bar Association

Grant Program

Application Packet

Application due: 03/29/2021

WCBA Mission Statement: The purposes of the association shall be to maintain the honor of the profession, to promote the administration of justice, to advance the science of jurisprudence, to promote legal education and to foster and encourage cooperation and good fellowship among the members of the bar.

The Program: Worcester County Justice Fund

The Worcester County Bar Association, through its donor advised fund managed by the Massachusetts Bar Foundation, provides awards to nonprofit organizations located in and/or servicing the population of Worcester County which provide services that are consistent with the mission of the Worcester County Bar Association. The Worcester County Bar Association invites applications from nonprofit organizations in Massachusetts for projects that contribute to the following objectives:

- provide legal services to the poor,
- advance the administration of justice or
- support law-related education,

in the cities and towns of Worcester County.

Eligible Requests:

The Worcester County Bar Association awards grants only to Massachusetts organizations. No funding is available for individuals. Eligible organizations must meet the criteria of Section 501(c)(3).

Funding Cycle:

All grants are awarded for one year only from September 1 through August 31. All funds must be spent in the grant cycle. You may submit a written request to carry-over any unused funds. A final report on the program outcomes and accounting must be submitted by the Report Due Date. The reporting and payment schedule for these grants will be:

Applications Due: 03/29/2021

Decision Notification: June, 2021

Funds Distributed: September, 2021

Final Report Due: 10/29/2022

The Application and Review Process:

Applications must be submitted by email to diluzio@worcestercountybar.org no later than **03/29/2021**. Only applications sent by email to this address will be accepted. The subject line on the email submission should be **"WCBA Grant Submission"**.

Complete applications are reviewed by the Grant Advisory Committee of the Worcester County Bar Association, comprised of five (5) WCBA past presidents, who make recommendations for funding to the WCBA Executive Committee. Final funding decisions are made by the Executive Committee.

Application Instructions:

Applicant organization must submit a proposal including the following criteria:

1. Name of Organization and Name of Program seeking funding
2. Contact Person information with mailing address, telephone and email
3. Organization's Mission Statement
4. Need Statement
5. Organizational Capability
6. Goals and Objectives
7. Community Need
8. Staff Qualifications
9. Budget Proposal
10. Sustainability
11. Nonprofit corporation with proof of 501(c) (3) tax exempt status
12. A compiled list of all officers and board of director of the organization
13. Other funding Sources

Note: The proposals should be no more than ten (10) one-sided, single-spaced pages. Completed applications are due by email only.

Application Contents:

1. Name of organization and name of program in which you are seeking funding.
2. Complete contact information for person responsible for grant application, including name, mailing address, telephone number and email.
3. Mission Statement
Applicant organizations are expected to summarize the work that it does in the community, and to provide brief examples of past and present achievements, and projects.
4. Need Statement
Applicant organizations should outline with specificity the financial needs of the program for which funding is sought. Identify the population/community you serve, including the following:
 - a. Number of individuals in need of the program services
 - b. Number of individuals to be served by the program
 - c. The age, race, and demographics of population served
 - d. Any preexisting similar programs in the geographic area
5. Organizational Capability
Concisely describe the organization's management abilities and how it will be able to achieve the goals and objectives of the proposed programs. Please include the following:
 - a. A detailed outline of the organization's history and background
 - b. An explanation of how the organization will monitor the fiscal and programmatic aspects of the program
 - c. A comprehensive plan that demonstrates the organization's ability to meet the designated start-up date and

- d. An explanation of how the organization will enhance the program with the awarded funding or an explanation of how the organization will establish and manage the program
6. Goals and Objectives
Demonstrate how the organization's program intends to achieve the goals of the (former) Worcester County Bar Foundation. Specifically, please include the following:
 - a. A detailed description of the organization's services and activities
 - b. A description of the program, materials, and any other relevant resources that will be used to achieve goals; and
 - c. The number of individuals to be served by the organization's program
7. Community Need
Provide evidence of the specific community needs to be addressed by the organization's program and identify the potential benefits to the community, organization's target population or neighborhood. Please include the following:
 - a. A community needs assessment
 - b. An accurate profile of the service or the target population
 - c. An overview of the organization's role in the community, past, present, and future
 - d. A demonstration of the significant need for the proposed program
8. Staff Qualifications
Describe the aptitude and work experience of all key program staff members' involvement in the program. Please include staff experience in working in the community with the target population or resumes or profiles of key program staff
9. Budget Proposal
Provide an outline of the program's budget with detailed justification for all costs including the basis for computation of the costs.
10. Program evaluation
Identify the method of evaluating the program's success
11. Evidence of tax-exempt status (IRS determination letter)
12. List of current officers and board members with contact information.
13. Description of how your organization is funded, including a list of any grants received over the last two years.

Submission Format:

Application must be typed and include the eleven (11) components listed above.

The proposal should be no more than ten (10) one sided, single-spaced pages typed in a font no smaller than 12 point. Pages must be numbered.

Applications need to be emailed to diluzio@worcestercountybar.org and received no later than 5:00 p.m. on **03/29/2021**. The subject line on the email should be : **"WCBA Grant Submission"**.