



DALLAS ASSOCIATION OF YOUNG LAWYERS FOUNDATION
2018 GRANT APPLICATION

PURPOSES

The purposes for which the DAYL Foundation is organized are educational and charitable in nature. To that end, the DAYL Foundation primarily provides Grants for the following types of programs and services:

- 1) Law-related scholarship and education promoting knowledge and awareness of the rule of law;
- 2) Charitable and legal aid for the public, including improving the delivery of legal services to the indigent and improving the administration of justice;
- 3) Foster honor, integrity, and public confidence in the profession of law;
- 4) To assist the legal profession by enhancing the quality of client services and improving the self-regulation of the profession; and
- 5) Historical preservation and observances.

GUIDELINES AND PROCEDURES

- 1) Grants are only given to organizations granted 501(c)(3) status by the Internal Revenue Service, and will not be given to individuals.
- 2) The grant purpose must meet one or more of the above-stated purposes.
- 3) The DAYL Foundation focuses on awarding grants for purposes that benefit the North Texas/greater DFW Metroplex.
- 4) The DAYL Foundation focuses on awarding grants that fund areas other than salaries or benefits; however, consideration may be made for a start-up organization on a one-time basis, and for smaller charities whose main or sole purpose is the program or project for which grant funds are requested.
- 5) The DAYL Foundation focuses on awarding grants that fund non-operating expenses, unless such operating expenses are directly related to a specific program or project. For purposes of grant application evaluation, operating expenses are generally considered to be, but are not limited to, the following examples: salary for staff, utilities, internet connectivity, fuel and transportation reimbursement for staff, membership fees for professional organizations, and general overhead.
- 6) A brief cover letter from the organization must be included with the grant application.
- 7) All questions on the grant application must be fully answered.
- 8) Please submit: two (2) copies of the grant application and all supporting documentation – one via email saved in PDF and one via regular mail.
- 9) A copy of the following documents must be attached to the original grant application:
 - a. A list of the organization's Board Officers and Board Trustees;
 - b. The organization's most recent financial statement and operating budget; and
 - c. Documentation of the organization's 501(c)(3) status.

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NAME AND ADDRESS OF ORGANIZATION

Organization: _____
Applicant: _____ Contact Person (if different than Applicant): _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Email: _____

If additional information is needed by the DAYL Foundation, who is the best person to contact?

Please list name and phone number. _____

FUNDS REQUESTED

Amount of Request: _____ Date of Request: _____

Date Funds Are Needed: _____

QUESTIONNAIRE

1. Please give a brief history of your organization and its major focus.
2. Please give a brief description of your project and its purpose.
3. How will the funds requested be used?
4. List other grants or matching funds applied for by your organization for this program.
5. List other funds/grants received by your organization for this program.
6. Attach a copy of the current or proposed budget for this project and also attach the income and expenditures in the last two years in connection with this project.
7. Is this an on-going project?
8. How will the grant be publicized if awarded?
9. List the amounts and dates of previous grants received from the DAYL Foundation. If all reports have not been submitted for these projects, there may be a delay in processing your grant application.
10. If applicable, please attach a narrative statement which describes your project more fully.

2018 SCHEDULE

The 2018 Grant Application deadline is **5:00 pm, May 7, 2018**. The DAYL Foundation Board of Trustees will select recipients in late June and all applicants will be notified of the Foundation's decision soon thereafter.

OTHER IMPORTANT INFORMATION

All funds received from the DAYL Foundation must be used strictly in accordance with the proposal and budget submitted to the Foundation. Any funds which are not expended by May 31, 2019 must be returned to the Foundation unless an extension of time is requested by March 31, 2019. Any request for an extension must be in writing and must demonstrate a good-faith effort and an ability to utilize the grant for the originally approved purpose within a reasonable period of time.

All recipients of grants by the DAYL Foundation must submit the following: 1) a financial and progress report due November 30, 2019; 2) a final financial and progress report due May 31, 2019; 3) a financial report at the end of the project/program if an extension of time is given; and 4) any other information requested by the Foundation.

If the grant is awarded, the applicant will be notified by the Executive Director of the DAYL Foundation. When the grant contract has been executed by the applicant, the grant will be funded. If more information is needed to supplement this application, the DAYL Foundation will contact you.

Name of Applicant

Signature of Applicant

Name of Chief Officer

Signature of Chief Officer

Please submit your Grant Application to:

Cherie Harris
Executive Director
DAYL Foundation
2101 Ross Avenue
Dallas, Texas 75201
214.220.7420 Phone
214.220.7422 Fax
cherieh@dayl.com