



**Dallas Association of Young Lawyers
Foundation**

2024 Grant Application

Applications due Wednesday, May 22, 2024

PURPOSES

The purposes for which the Dallas Association of Young Lawyers Foundation (“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; or
- 3) Foster honor, integrity, and public confidence in the profession of law.

GUIDELINES AND PROCEDURES

*****Please note that the Guidelines and Procedures have recently changed. Please review carefully.*****

- 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:
 - a. does NOT fund staff expenses including general salaries, employee benefits, telephone or internet fees, rent, or similar “General Operating Expenses” of recipient organizations.
 - b. WILL CONSIDER applications under Grant Criteria #1 from mock trial, moot court, or similar teams seeking funding to send students to competitions.
 - c. WILL CONSIDER one-time non-permanent consultant, intern or similar fees related specifically to a new/special project of the organization.
 - d. WILL CONSIDER other programs and projects that meet the above stated purposes.
- 5) Special consideration will be given to first-time applicants who meet the grant purposes above.
- 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 as one document saved in PDF (sent on or prior to the Application Deadline) and one via regular mail or delivery (postmarked by the Application Deadline in all cases).
- 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;
 - c. Documentation of the organization’s 501(c)(3) status; and
 - d. A separate Project Budget that details the specific anticipated income and expenses of the project for which an application is being made. This is separate and in addition to your organization’s yearly operating budget.

DALLAS ASSOCIATION OF YOUNG LAWYERS FOUNDATION
2024 GRANT APPLICATION
Application Deadline – May 22, 2024

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 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
11. Please tell us, specifically, how your request meets the DAYL Foundation grant purpose and/or guidelines that are identified on page 1 of this Grant Application.
12. How many participants or beneficiaries will this project serve? Please identify the expected participants/beneficiaries.

2024 SCHEDULE

The 2024 Grant Application deadline is 5:00 p.m., Wednesday, May 22, 2024. The DAYL Foundation Board of Trustees will select recipients in late June or July and all applicants will be notified of the DAYL 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 DAYL Foundation. Any funds which are not expended by May 31, 2025 must be returned to the DAYL Foundation unless an extension of time is requested by May 31, 2025. 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, 2024; (2) a final financial and progress report due May 31, 2025; (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 DAYL 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