

# OREGON LAW FOUNDATION

## Grant Application Packet 2010 Grant Year

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## Table of Contents

<b>Background and Mission of the Oregon Law Foundation.....</b>	<b>4</b>
<b>Grant Procedure.....</b>	<b>5</b>
<b>Grant Application Instructions.....</b>	<b>6</b>
<b>Grant Application Cover Sheet.....</b>	<b>7</b>
<b>Form A: Program Information - For Funding Levels A &amp; B.....</b>	<b>8</b>
<b>Form A: Program History/Scope - For Funding Levels C.....</b>	<b>10</b>
<b>Form B: Case Load Data .....</b>	<b>11</b>
<b>Form C: Tax Status.....</b>	<b>13</b>
<b>Form D: Budget.....</b>	<b>14</b>
<b>Form E: Unearned Income Sources .....</b>	<b>15</b>
<b>Form F: Grantee Report.....</b>	<b>16</b>
<b>Grant Operations and Procedures .....</b>	<b>17</b>
<b>Grantee Standards, Guidelines and Funding Categories.....</b>	<b>19</b>

## **2009 Board of Directors**

Darcy Norville	President
Ann Lininger	President-Elect
Trinh Tran	Secretary
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Charles Williamson	Director

## **Staff**

Judith Baker	Executive Director
Dawn Nelson	Administrative Bookkeeper

## **Background and Mission of the Oregon Law Foundation**

The Oregon Law Foundation was organized in 1981 by the Oregon State Bar. Its purpose is “to generate and use Foundation income for the benefit of the public of Oregon, supporting programs which advance and promote the rule of law in a just society.”

The OLF makes grants to law-related charitable programs throughout Oregon in support of its mission to (1) support access to justice in Oregon by obtaining and distributing funds to provide legal services to persons of lesser means, (2) promote diversity in the legal profession, and (3) educate the public about the law.

OLF’s chief source of income for these purposes is the Interest on Lawyers’ Trust Accounts (IOLTA) program. Under rules adopted by the Oregon Supreme Court in 1989, interest generated by small or short term deposits of client funds paid to Oregon lawyers’ trust accounts is forwarded to the Foundation to be used for its public purposes. OLF also receives income from OLF membership dues which are voluntary contributions from Oregon lawyers.

## **Grant Procedure**

The OLF Board of Directors makes grants once each year, in December, for payments to be made beginning the following March. In the absence of special circumstances, the funding period for successful applicants is one year. Programs receiving funds will be asked to account for their use of the money by submitting the most recent audited financial statements and other reports to the Oregon Law Foundation.

To be considered by the OLF in 2009 for the 2010 grant year, completed grant application forms must be received by the Foundation not later than 5:00 p.m., Thursday, October 1, 2009. All applications should be addressed to the OLF at P.O. Box 231935 Tigard, OR 97281-1935; electronic copies may be emailed to [dnelson@osbar.org](mailto:dnelson@osbar.org).

Applicants will be notified of the full board's action by mid-December, 2009, for payments to begin the following March.

# Grant Application Instructions

**Word format application.** Applicants must complete the forms listed below for their appropriate Funding Level (information on Funding Levels can be found at the end of this document). To accomplish this click on the blue shaded areas and type in the information. Do not worry about overfilling the cell or formatting. Return the completed application electronically by emailing a copy to [dnelson@osbar.org](mailto:dnelson@osbar.org) and the Foundation will take care of the duplication of copies.

**Hard copy.** If you are going to submit the application in hardcopy format please do the following:

All applications must be on 8 1/2 x 11 paper. Eight (8) unstapled copies of the application should be submitted to the Oregon Law Foundation.

Grant Requestors in Funding Levels A & B complete the following forms:

- Coversheet
- Form A: Program Information (check form for funding level)
- Form B: Case Load Data
- Form C: Tax Status
- Form D: Funding Sources
- Form E: Budget Form (check form for funding level)

Grant Requestors in Funding Levels C complete the following forms:

- Coversheet
- Form A: Program Information (check form for funding level)
- Form C: Tax Status
- Form D: Funding Sources
- Form E: Budget Form (check form for funding level)

The following supplementary documentation must be provided if available:

- Proof of tax exempt status
- Most recent audited financial statements
- Outcome measurements

All copies of the required application and materials to be submitted are to be received by the Foundation not later than 5:00 p.m., Thursday, October 1, 2009.

For Further Information

Please contact Judith Baker, Executive Director, (503) 620-0222, ext. 323, or toll-free in Oregon (800) 452-8260, ext. 323.

## Grant Application Cover Sheet

Applicant Program/Agency Name	
Phone	
Address	
Name of Chief Administrative Officer	
Tax ID number	
Organizations website	
Person Preparing Application	
Title	
Phone	
Email	
Board Chair (or equivalent)	
Phone	
Address	
Email	

Grant Amount Requested \$

Please check the funding category under which these funds are requested. Please see the definitions of funding categories found at OLF Grantee Standards, Guidelines and Funding Categories, Section IV.

- 1. Funding Category A: Association of Oregon Legal Services Programs,
- 2. Funding Category B: Direct providers of civil legal services to their clients,
- 3. Funding Category C: Educate the public about the law or promote diversity in the legal profession in Oregon.

Below, please give a one paragraph summary of the grant request:

## Form A: Program Information - For Funding Levels A & B

(This includes the Association of Oregon Legal Services Programs and those other applicants which are direct providers of civil legal services to their clients.)

### Name of Agency:

Please provide a one paragraph description for each category of information listed below. If no response is available please explain why.

1. History and purpose of organization.
2. Programmatic scope describing the following:
  - a. community(ies) served
  - b. community need for service including assessment of client need and determination of client/program priorities
  - c. number and types of clients
  - d. partnerships with other programs that provide a similar service in the community to maximize services available to clients and prevent duplication
3. Describe how OLF funds will be used in the scope of the service delivery plan.
4. Eligibility income guidelines and fees charged to clients, if any.
5. Staff caseload.
6. Methods the program uses to measure its overall effectiveness in the community. How is the program's success measured (attach separate report on program outcomes)?
7. Provide information on staffing and staff diversity as outlined below:

"Minority" refers to racial or ethnic minorities, women, people who are disabled, or people who are openly gay, lesbian or bi-sexual.

  - a. Total number of lawyers
  - b. Total number of minority lawyers
    - i. Racial or ethnic minorities
    - ii. Women
    - iii. Disabled
    - iv. Gay/lesbian/bi-sexual
  - c. Total number of non-lawyer staff
  - d. Total number of minority staff
    - i. Racial or ethnic minorities
    - ii. Women
    - iii. Disabled
    - iv. Gay/lesbian/bi-sexual

- e. Total number of board members
- f. Total number of minority board members
  - i. Racial or ethnic minorities
  - ii. Women
  - iii. Disabled
  - iv. Gay/lesbian/bi-sexual
- g. Describe your efforts to recruit minority lawyers and non-legal staff, and what successes and challenges you have encountered.
- h. Describe your efforts to retain minority lawyers and staff, and what successes and challenges you have encountered.

## Form A: Program History/Scope - For Funding Levels C

(Programs to promote diversity in the legal profession or educate the public about the law.)

Note: Direct legal service providers may apply for Funding Level C grants

Name of Agency:

Please provide a one paragraph description for each category of information requested below. If no response is available please explain why.

1. History and purpose of organization.
2. Programmatic scope describing the following:
  - a. community(ies) served
  - b. community need for service including assessment of need and determination of program priorities
  - c. program goals and objectives
  - d. partnerships with other programs that provide a similar service in the community to maximize services available and prevent duplication
3. Describe how OLF funds will be used in the scope of services provided.
4. Methods the program uses to measure its overall effectiveness in the community. How is the program's success measured?
5. Provide information on staffing.
6. For those applicants that promote diversity in the legal profession, explain how your program promotes diversity in the legal profession in Oregon.

## Form B: Case Load Data

Name of Program/Agency \_\_\_\_\_

Report Period \_\_\_\_\_ to \_\_\_\_\_

Please indicate if a case is counted as something other than an individual and if so describe how it is counted.

Case Type	a	b	c	d	e	f	g	h	i	j	k	
	Counsel and Advice	Brief Service (other than Counsel and Advice)	Referred After Legal Assessment	Insufficient Merit to Proceed	Client Withdrew or Did Not Return	Negotiated Settlement Without Litigation	Negotiated Settlement with Litigation	Admin. Agency Decision	Court Decision	Change in Eligibility Status	Other	Total
<b>Consumer /Finance</b>												
Bankruptcy/Debtor Relief												
Collection (Including Repossession/Deficiency/Garnishment)												
Contracts/Warranties												
Credit Access												
Energy (Other Than Public Utilities)												
Loans/Installment Purchase (Other Than Collection)												
Public Utilities												
Unfair Sales Practice												
Other Consumer/Finance												
<b>Total Consumer/Finance</b>												
<b>Education</b>												
<b>Employment</b>												
Job Discrimination												
Wage Claims												
Other Employment												
<b>Total Employment</b>												
<b>Family</b>												
Adoption												
Custody/Visitation												
Divorce/Seperation/Annulment												
Guardianship/Conservator ship												
Name Change												
Parental Rights Termination												
Paternity												
Spouse Abuse												
Support												
Other Family												
<b>Total Family</b>												
<b>Juvenile</b>												
Delinquent												
Neglected/Abused/Dependent												
Other Juvenile												
<b>Total Juvenile</b>												

<b>Health</b>												
Medicaid												
Medicare												
Other Health												
<b>Total Health</b>												
<b>Housing</b>												
Federally Subsidized												
Housing Rights												
Home Ownership/Real Property												
Landlord/Tenant(other than Public Housing)												
Other Public Housing												
Other Housing												
<b>Total Housing</b>												
<b>Income Maintenance</b>												
AFDC/Other Welfare												
Black Lung												
Food Stamps/Commodities												
Social Security												
SSI/Unemployment												
Compensation												
Veterans Benefits												
Workers Compensation												
Other Income Maintenance												
<b>Total Income Maintenance</b>												
<b>Individual Rights</b>												
Immigration/Naturalization												
Mental Health												
Prisoner's Rights												
Physically Disabled Rights												
Other Individual Rights												
<b>Total Individual Rights</b>												
<b>Miscellaneous</b>												
Incorporation/Dissolution												
Indian/Tribal Law												
License (Auto & Other)												
Torts												
Wills/Estates												
Other Miscellaneous												
<b>Total Miscellaneous</b>												
<b>Total Cases</b>												

## **Form C: Tax Status**

Name of Program/Agency

Describe the applicant's organizational and tax status. If the applicant is not a recognized tax-exempt organization, describe its charitable purposes. Attach a copy of the applicant's most recent letter from the IRS determining tax status.

### Form D: Budget

	Expenditure of OLF Funds Requested for 2010	Organization's Total Projected Budget for 2010	Organization's Total Projected Budget for 2011	Organization's Total Projected Budget for 2012
<b>REVENUE</b>				
<b>Earned Income</b>				
Program Service Revenue				
Investment Income				
Other				
<b>Total Earned Income</b>				
<b>Unearned Income (please identify sources)</b>				
Local government				
Federal				
Community Funds				
Oregon Law Foundation				
Other Foundations				
Bar Associations/Groups				
Individual Contributions				
Corporate				
Law Firms				
Other				
<b>Total Unearned Revenue</b>				
<b>TOTAL REVENUE</b>				
<b>EXPENSES</b>				
<b>Program Services</b>				
Program Related Personnel				
Contract Services				
IT/Communications				
Occupancy				
Travel				
Materials/Supplies				
Program Evaluation				
Other				
<b>Total Program Services</b>				
<b>Administration</b>				
Administration Costs including non-program personnel				
Fundraising/Outreach including personnel				
Other				
<b>Total Administration</b>				
<b>TOTAL EXPENSES</b>				
<b>Net Revenue After Expenses</b>				

## Form E: Unearned Income Sources

Source	Funds Requested/Pending	Funds Committed
<b>1. Local Government.</b> List all public sources of funds from city, county and state agencies. <b>This does not include Federal funds.</b> If the applicant receives allocations through city, county or state offices, such as social service departments, list sources in this category.		
<b>2. Federal.</b> List all sources of funds from federal sources including: Legal Services Corporation; Title XX, Title III; Title IV; Community Development Block Grants; Revenue Sharing; Action/Vista; other federal grants.		
<b>3. Community Funds.</b> List community non-profit organization funds, e.g. United Way, Community Chest, and other consolidated community funds in this category.		
<b>4. Foundations.</b> List private charitable foundation funds in this category.		
<b>5. Bar Associations/Groups.</b> List state, local, and specialty Bar associations and related organizations which provide monetary contributions.		
<b>6. Individual Contributions.</b> Indicate the total amount of individual contributions received by the program.		
<b>7. Corporate.</b> List all funds received from corporations, corporate foundations, and corporate law departments.		
<b>8. Law Firms.</b> List all funds you hope to receive from law firms, including support from annual fund raiser/benefit over \$200.		
<b>9. Other.</b> List all other sources of income, including special events such as annual benefit or dinner. Continue on another sheet of paper if necessary.		
<b>Totals</b>		

## Form F: Grantee Report

**Name of Grantee**

**Grant Period**

**Amount of Grant from  
OLF**

**Prior Year Grants:**

Year \$

Year \$

Year \$

**Provide an overview of the services provided by your organization:**

**Provide an overview of how you used the funds provided by the OLF to continue or expand those services described above:**

# Grant Operations and Procedures

## Overview

The grant cycle operates on a calendar year. Grants are awarded in December preceding the new grant year. Because the grant award is based on anticipated Foundation revenue the grantee signs a contract that includes a clause informing the grantee that if Foundation revenue does not meet projected grant expectations, then the Foundation will decrease the grant on a pro-rata basis. The grants are paid in quarterly installments from monies received during the current calendar year.

## Grant Procedures

On the first business day in August, grant applications are sent out to current grantees and to organizations who have requested an application. The application is to be completed and submitted to the Foundation by the first business day in October. If an applicant needs extra time to submit the application, they must contact the executive director to request the possibility of an extension beyond the deadline.

In October the Grants Committee meets to review the applications and make a selection of the organizations that the committee is recommending for funding. Prior to their October meeting the OLF provides the Grants Committee with the following information:

- The amount of funds available for grants and the general reserve fund for the new year as recommended by the Budget and Finance Committee; and
- Copies of the applications; and
- A grant chart that contains a separation of grant applications by Funding Level, lists the amount requested, grant amounts for the previous 3 years, and a short summary of why the applicant is seeking the funds.

In December the Grants Committee presents their recommendation to the board for review and final approval of the next year's grants. After board approval, the applicants are notified of the status of their grant application. Grant contracts are sent to the organizations that are being funded.

## Emergency Grants

Emergency grants are intended to provide interim financial assistance to qualified programs whose needs are the result of an immediate unforeseen incident and who lack the resources to meet that situation. Each grant is given as one-time assistance for a specific emergency.

1. Emergency grant requests must be submitted to the Executive Director in writing stating the specific need and why there is an emergency. Only current grantees are eligible to be considered for an emergency grant.
2. Grantees in the current grant year asking for emergency grant funds must describe why the request could not have been planned for and submitted during the normal grant cycle.
3. The Grants Committee will review the requests and make a recommendation to the Board for final approval.

## Supplemental Grant

In the event that additional dollars become available for grants during the year, the following procedure will be utilized:

1. The Board, acting on the recommendation of the Budget and Finance Committee, approves the amount of funds to be awarded through the supplemental grant process. The Grants Committee is then authorized to request and review supplemental grant applications and make a recommendation to the Board.
2. The Grants Committee requests proposals from eligible organizations. The request will inform the applicant that funds are available for a supplemental grant award, and asks that any request be submitted to the Grants Committee within the time period specified by the board.  
Applications for the supplemental grants will be sent to the following organizations:
  - (a) Current Grantees
  - (b) Organizations that submitted applications for the current grant year and were rejected for lack of funding.
  - (c) Applications that were received after the current year dead-line and were not considered for funding.
  - (d) Additional organizations based on the discretion of the Grants Committee
3. The application will contain the following request for information:
  - (a) Discuss How the Funds Are To Be Used
    1. support on-going programs
    2. support new or expanded programs
  - (b) If You Received A Grant For the Current Year, Explain Any Changes To Your Financial Condition That Support Your Request For Additional Funds.

*(Adopted by the OLF Board May, 2007)*

# Grantee Standards, Guidelines and Funding Categories

## *The mission of the Foundation is:*

- ❖ to support access to justice in Oregon by obtaining and distributing funds to provide legal services to persons of lesser means
- ❖ promote diversity in the legal profession;
- ❖ educate the public about the law.

All applicants must meet the following standards to be eligible to receive funding from the Foundation:

## **I. Standards**

- A. The applicant's legal status, operation, and proposed use of Oregon Law Foundation (OLF) funds must not jeopardize the OLF's funding or 501 (c) (3) tax-exempt status.
- B. The applicant's proposed use of OLF funds must be consistent with the OLF's mission as revised from time to time.
- C. The applicant must identify and quantify the needs to be met by its proposed use of OLF funds.
- D. The applicant must keep accurate and reliable records of the services it provides.
- E. The applicant must maintain financial records according to generally accepted accounting standards, prepare annual operating budgets and financial statements available for OLF review, and otherwise demonstrate fiscal responsibility and integrity.
- F. The applicant must demonstrate a clear ability to deliver quality services.
- G. The applicant must assure the OLF that, to the best of applicant's knowledge and except as disclosed on its application, no other grantor will withdraw or reduce funding as a consequence of applicant's receipt of OLF funding.
- H. The applicant must not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age or handicap with regard to employees, applicants for employment or recipients of services.
- I. An applicant who received funds in the prior year must comply with the reporting requirements in Section III.

## **II. Guidelines**

In considering applications the Foundation will use the following guidelines:

- A. The OLF may fund an applicant's general operating expenses as well as specific projects or programs.
- B. Whether the applicant has an organizational structure which results in effective and efficient management and governance.
- C. Whether the applicants has administrative costs, as distinguished from program delivery costs, that are controlled and minimized.
- D. Whether the applicant has a history of stable operations, but the OLF will consider funding startup applicants as well as innovative programs.
- E. Whether the applicant supports and promotes such diversity as is feasible in its governing body, staff, programs and clientele.
- F. Whether the applicant offers the opportunity, if appropriate, for volunteer assistance.
- G. Whether the applicant has effective mechanisms for client input and feedback.

- H. The OLF prefers not to fund a new program which duplicates an existing program, but will consider funding a new program which demonstrates a likelihood of substantial improvement over the existing program.
- I. Whether the applicant has established, or is in the process of establishing, practical methods for identifying needs and evaluating results.
- J. Whether the applicant can achieve desired and intended results in a cost-effective manner.
- K. Whether applicant, where practicable, can identify and develop additional and alternative funding sources in light of OLF's history of substantial income fluctuation.
- L. Whether applicant is cooperative with other service providers.

### **III. Grantee Requirements**

- A. The applicant must provide a report describing how the OLF funds were spent and the results achieved. This report will be made in the annual grants application and will cover the first eight months of the program year preceding the submission of the application.
- B. If a grantee is not submitting an application for the upcoming year, a report describing how the OLF funds were spent and the results achieved must be submitted by September 30.
- C. The OLF expects to be acknowledged for its funding assistance in public relations activities by grantees.

### **IV. Funding Categories**

Each applicant will be assigned to a specific Funding Level. As used in these criteria, the term "critical need" means an urgent need for legal advocacy to protect the most basic necessities of existence for eligible clients, such as physical safety, health, shelter, subsistence income, custodial rights, and civil rights. The percentages set forth below for each Funding Level are subject to temporary adjustment in response to an emergency which could not have been anticipated.

#### ***Funding Category A***

Funding Level A is reserved for the Association of Oregon Legal Services Programs as funded on January 1, 2000. The OLF ordinarily will award 65% of its grant funds to Level A applicants. However, in any given year the OLF may award as little as 55% or as much as 80% of its grant funds to Level A applicants in recognition of other funding available to them, particularly available governmental funding.

#### ***Funding Category B***

Funding Level B is reserved for those other applicants which are direct providers of civil legal services to their clients. The OLF ordinarily will award 30% of its grant funds to Level B applicants. However, in any given year the OLF may award as little as 15% or as much as 35% of its grants to Level B applicants in recognition of other funding available to them.

#### ***Funding Category C***

Funding Level C is reserved for applicants which educate the public about the law or promote diversity in the legal profession in Oregon. The OLF ordinarily will award 5% of its grant funds to Level C applicants. However, the funds awarded by the OLF to Level C applicants in any given year may vary from 0% to 10% of OLF grant funds in recognition of the percentage of its funds which are awarded to applicants in Levels A and B.

The income available to the OLF for making grants can vary substantially from year to year. Generally, the OLF will award grants out of its current income. Also, in order to minimize fluctuation in its grant awards, the OLF maintains a reserve.

*(Adopted by the OLF Board May, 2007)*