

# 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)*