



BERGEN COUNTY BAR FOUNDATION

2024 GRANT APPLICATION GUIDELINES

Please read before completing this application. Failure to comply with these guidelines will result in disqualification.

1. Please include all responses directly on application whenever possible. Each individual response must NOT exceed 250 words.
2. The completed grant award application must not exceed a total of ten pages, including all attachments and supporting materials.
3. Any attachments, visual aids or informational materials must be sized and copied to fit 8 ½ x 11" and be stapled directly to the application. No odd sized brochures or booklets will be accepted as part of the grant award application.
4. All applications should be of uniform 8 ½ x 11" size. All pages should be attached and stapled ONLY. Please do not insert the application into a folder or binder or use paper clips to attach any materials to the application.
5. All applications must be received no later than September 20, 2024. One hard copy must be submitted to the Bergen County Bar Foundation, 15 Bergen Street, Hackensack, NJ 07601, Attention Grants Committee. Additionally, one copy must be submitted in a PDF format to lvargues@bergenbar.org.

Please direct all questions regarding this application to the Bergen County Bar Foundation at (201) 488-0433 or lvargues@bergenbar.org no later than September 20, 2024. Successful Grant applicants will be notified in October 2024.



BERGEN COUNTY BAR FOUNDATION GRANT AWARD APPLICATION

I. NAME OF APPLICANT/ORGANIZATION

Name: _____

Address: _____

City: _____ State/zip code: _____

Telephone: _____ Fax: _____ Email: _____

Name of contact person: _____

ORGANIZATION INFORMATION:

2. Type of organization:

- Non-profit Public education institution Charitable Private educational institution
 Other (explain)

Please note: All narrative responses should not exceed 250 words each.

3. Describe your organization and its major services/activities.

4. List previous programs/projects which have helped citizens with legal education, legal assistance or enhanced the community's awareness of legal rights.



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5. Specify the geographical area covered by the organization and identify the population your organization serves. (Socio-economic status, gender, age, special needs, as they apply.)

GRANT REQUEST PROJECT DESCRIPTION:

6. Please specify the project type. Check one or more as they apply.

- Community legal education
- Legal assistance/counseling
- Publish/distribute legal resource or educational materials
- Facilitate the administration of justice
- Law-related training to improve the administration of justice
- Promote the study and research of law
- Community outreach as it pertains to legal rights
- Other: _____

7. Please summarize your grant proposal including dollar amount requested.

8. How will this project meet the needs of your constituency?



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9. Include below a proposed budget for the project, specifying amounts for which Bar Foundation support is requested.

10. If applicable, list previous sources of funding for this program and specify dollar amounts received.

11. If this is to be an ongoing project, describe future plans for funding.

12. Specify a proposed time line for the planning and accomplishment of this project.



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13. How will program effectiveness be measured?

14. Include any pertinent details not previously mentioned in this application.

TERMS AND CONDITIONS:

1. Grants awarded by the Bergen County Bar Foundation must be used within one year from the date of the grant award. Funds must be actually used for the purpose sought. A report showing all expenditures and enclosing copies of all contracts, receipts and invoices verifying the utilization of the funds must be forwarded to the Foundation within 90 days after the completion of the program.
2. All materials produced in connection with the program, including any summaries, hand-outs, videotapes and other documents given to participants, must prominently state, "this program was funded by a grant from the Bergen County Bar Foundation."
3. All press releases must state: "This program was funded by a grant from the Bergen County Bar Foundation." Copies of all press releases must be forwarded to the Foundation.
4. The Foundation has the right to withhold or rescind funds awarded if you fail to comply with the above mentioned conditions.

Name of organization: _____ **Date:** _____

Signature of authorized official: _____ **Title:** _____