

## ORGANIZATION LETTERHEAD PAPER

[DATE]

To: The GAPABA Law Foundation  
Via Email: [GLFGrant@gapaba.org](mailto:GLFGrant@gapaba.org)  
Re: 2019 GLF Grant Request

[ORGANIZATION]

Grant Proposal: Georgia Asian Pacific American Bar Association Law Foundation

### SUMMARY

ORGANIZATION seeks a grant from the Georgia Asian Pacific American Bar Association Law Foundation (GAPABA Law Foundation) for \$\_\_\_ to support \_\_\_, under the leadership of JANE LEE, our XXXX Director. Funding provided by GAPABA Law Foundation will support the work of a GAPABA sponsored fellow in two major areas: education and training and litigation support. The funding will also provide for the necessary travel relating to these projects.

### ORGANIZATIONAL OVERVIEW

ORGANIZATION was incorporated in \_\_\_ in the State of Georgia as a non-profit corporation. The mission of the organization is to \_\_\_. The organization has \_\_\_ full-time or part-time employees and also uses the services of volunteers. Since its inception, the organization has \_\_\_.

### CASE FOR SUPPORT

[Give a narrative for the purpose of the Grant: where, when and how it will be used. Please be as detailed as possible]. The organization is seeking the funding from the GAPABA Law Foundation to support the work of a fellow in the areas of education and training and litigation support. It will also fund the necessary travel relating to the projects.

### BUDGET REQUEST

Outline, preferably in a spreadsheet, the estimated cost breakdown of the grant request. Please estimate to the best of your ability.

#### Education and Training

Funding provided by GAPABA Law Foundation will help pay for education and training for the XXXXX Personnel and any ancillary legal staff. Anticipated legal education and training costs include fees for continuing legal education seminars and other legal trainings, specifically in the areas of immigrant rights, voter rights, and anti-discrimination law. Other costs include books, treatises, and other written references to guide the impact litigation practice.

#### Legal Support

GAPABA Law Foundation's support will help cover the numerous routine costs and expenses of XXXX, including but not limited to filing and court fees, expert fees, discovery-related costs, postage and other communication related costs, translation and interpretation services, legal research costs, and temporary staffing needs, including organizations and attorneys with special expertise.

#### Travel

We anticipate significant travel expenses associated with legal training, education, and litigation itself. Specifically, our anticipated travel expenses include travel costs related to legal strategy meetings for specific litigation; travel expenses related to witnesses, experts, or organizational partners for specific litigation; travel expenses related to attendance at continuing legal education seminars and national litigation conferences; travel expenses related to attorney/client meetings; and travel expenses related to meeting with and training community members on their rights.

### CONTACT NAME

### CONTACT INFORMATION

### CONTACT EMAIL