



## **GAPABA LAW FOUNDATION GRANT APPLICATION Guidelines and Application**

The Georgia Asian Pacific American Bar Association (GAPABA) Law Foundation, Inc. (hereinafter “GLF”) provides Project based grants to support GLF’s Mission:

### **GLF’s Mission:**

- Activities that involve advocating for the interests of Asian Pacific American lawyers, law students, and other members of the legal profession or Asian Pacific American communities.
- Educational workshops for the development and growth of Asian Pacific American lawyers, law students, and other members of the legal profession.
- Programs that broaden professional opportunities for, and provide fellowship opportunities among, Asian Pacific American lawyers, law students and other members of the legal profession.
- Community outreach and/or legal services projects that serve Asian Pacific American communities.

### **General Grant Eligibility Requirements:**

- The organization must be a not-for-profit entity in good standing.
- The organization must have IRC 501(c)(3) status.
- The organization must be financially solvent.
- The organization must have an advisory board, board of directors or trustees as well as officers or administrators who conduct the day to day business of the organization; however, officers may be volunteers.

### **LIMITATIONS | GLF does NOT fund any of the following:**

- Grants to individuals.
- Event sponsorships, such as the purchase of tables, tickets, advertisements, receptions, alcoholic beverages, or entertainment.
- Operating expenses and costs such as rent, utilities, insurance, taxes or the cost of equipment used in the ordinary course of the organization’s business.



- Operating budgets, loans, deficit reductions or other general support.
- Honorariums and/or speaker fees.
- Programs or services funded by other organizations through other means.
- Projects intended to influence legislation or regulatory agencies.
- Political organizations, political action committees, partisan political activities, individual political campaigns, or any campaign whose purpose is to influence legislation.
- Organizations that are themselves grant making bodies.

**Required Documents for Grant Proposal:**

- Completed Google Form application, available online at: <https://gapaba.org/Foundation/>
- Project narrative including how this Project supports GLF's mission.
- Project budget.
- List of officers and administrators.
- List of members of your advisory board, board of directors or trustees.
- Biographical profile of the essential personnel responsible for implementing the Project and administering grant funds.
- If the applicant previously received a GLF grant and is seeking future funding, the application should include a narrative update on the status of previously GLF funded Projects.

A grant proposal may be submitted as a collaborative effort of multiple organizations, but one single organization must be designated in the application as the lead organization, and the lead organization will be GLF's contact organization and will receive the grant, administer the Project, and report on the use of GLF funds. The lead organization must meet all grant eligibility requirements referenced herein. GLF reserves the right to request additional documents in order to evaluate the grant proposal, including but not limited to a copy of the applicant's most recent IRC 501(c)(3) determination letter from the IRS, copy of most recent financial statements, and or a copy of the most recent IRS Form 990.



### **GRANT REPORTING:**

- Grant recipients must certify that they will immediately notify GLF of any material change of circumstances that impacts their application statement and/ or materials.
- Grant recipients will be asked to submit a Project update within 6 months and 12 months of the issuance of the grant.
- ***GLF reserves the right to terminate a grant and recover funds if not used for the Project. Please note that an invitation to submit a proposal, or a request for additional information regarding an application, does not guarantee grant approval.***

### **DEADLINE**

**For the 2020 GLF Grant Cycle, ALL SUBMISSIONS MUST BE RECEIVED by January 15, 2021, 11:59 pm (EST). Receipt of applications will be acknowledged by email, along with an estimated determination date.**