

ORGANIZATION LETTERHEAD PAPER

[DATE]

To: The GAPABA Law Foundation

Via Email: [GLFGrant@gapaba.org](mailto:GLFGrant@gapaba.org)

Re: 2018 GLF Grant Request

**[ORGANIZATION]**

**2018 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 \$XXXXXXXX to support the development of our Impact Litigation Unit under the leadership of JANE DOE, our new Litigation Director. Funding provided by GAPABA includes work conducted by GAPABA sponsored fellow, in three major areas: education and training, litigation support, and travel.

**ORGANIZATIONAL OVERVIEW**

Give a brief overview of the history of the organization, its incorporation & non-profit status, and its mission | purpose.

**CASE FOR SUPPORT**

Give a Narrative and Purpose of the Grant: how it will be used, where, when. Please be as detailed as possible.

**BUDGET REQUEST**

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

Education and Training

Funding provided by GAPABA would 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 would include books, treatises, and other written references to guide our impact litigation practice.

Litigation Support

GAPABA's support would help cover the numerous routine costs and expenses of litigation, 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**