

# Justinian Society of Lawyers' Endowment Fund, Inc. Children's Assistance Fund

## Grant Application

### Checklist of Required Contents

Deadline for Submission: Rolling Submissions

- Completed One-Page Cover Sheet
- Completed Application
- Narrative Description of the Proposed Program
- IRS Tax Determination Letter *(not your state sales tax exemption letter)*

#### Required Attachments

##### Organizational Background

- List of Board members with affiliations and telephone numbers
- Resumes or biographies of key staff who will be involved in the project

##### Financial Information

- A detailed budget for the organization, including income and expenses
- A detailed budget for the project, including income and expenses
- A current statement of income and expenses for the organization that compares the budget to actual income and expenses
- Copy of the most recently audited financial statement, if available. *If an audited financial statement for the most recent fiscal year is not available, the organization is expected to provide a copy of the unaudited statement for the most recently completed year, along with the most recently audited statement.*
- A statement of revenue sources of \$500 or more from contracts, firms/organizations, individuals or other sources should be itemized separately by category for the last fiscal year and current fiscal year.

#### Optional Attachments

- Newspaper clippings about the organization or project
- Brochures or other printed materials
- Letters of Support

Submit to:  
Justinian Society of Lawyers' Endowment Fund, Inc.  
Attn.: Children's Endowment Fund  
1018 W. Madison Ave., Ste. 9  
Chicago, IL 60607

Justinian Society of Lawyers' Endowment Fund, Inc.  
**Children's Assistance Fund**

Grant Cover Sheet

Deadline for Submission: Rolling Submissions

**Organization Information**

Name: \_\_\_\_\_ Year Incorporated: \_\_\_\_\_

Address: \_\_\_\_\_ EIN Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Website: \_\_\_\_\_

Name of Executive Director/Chief Executive Officer: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Person to receive communications regarding this application**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please answer the following questions in the space provided. Grant Cover Sheet should remain a single page.

1. Mission/Objectives of the Organization:
  
  
  
  
  
  
  
  
  
  
2. Summary of Grant Request:
  
  
  
  
  
  
  
  
  
  
3. Indicate how your organization or project fits within the preferred activities of the Children's Assistance Fund:
  
  
  
  
  
  
  
  
  
  
4. Amount of Grant Request: \$ \_\_\_\_\_
  
  
  
  
  
  
  
  
  
  
5. Purpose of Grant Request:  
\_ General Operating    \_ Project Support: \_\_\_\_\_  
\_ Seed Funds: \_\_\_\_\_  
\_ Other: \_\_\_\_\_

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# Children's Assistance Fund

## Grant Application

Deadline for Submission: Rolling Submissions

Name of Organization: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Has organization applied for an Justinian Society of Lawyers' Endowment Fund, Inc. or Children's Assistance Fund grant in the past?

\_\_\_\_\_ yes \_\_\_\_\_ no. If yes, when did you submit your application? \_\_\_\_\_

1. Summary of grant request.

2. Identify the population your organization or this program serves.

3A. How many participants or beneficiaries will this project serve? \_\_\_\_\_

3B. What is the cost per beneficiary? \$ \_\_\_\_\_

4. Identify the areas in which services will be provided:

\_\_ State of Illinois      \_\_ Region \_\_\_\_\_  
\_\_ City of Chicago      \_\_ Other Localities \_\_\_\_\_  
\_\_ County \_\_\_\_\_      \_\_ Other \_\_\_\_\_

5. Are other groups providing similar services in the same geographic area? D Yes      D No  
If yes, what distinguishes your project or how does it complement others?

6. Is this project being done in conjunction with or in collaboration with any other organizations?  
\_\_ Yes      \_\_ No  
If yes, please list here and describe each organization's roles.

Children's Assistance Fund Grant Application, page 2

7. Is this project new or is it a continuing project?     New             Continuing
- 7A. If this is a new project, will it continue after Children's Assistance Fund funds are expended?
- 7B. If this is a continuation or expansion of an existing project, how long has the project existed?
8. Has a previous application been made for the same or a substantially similar project?             YES  NO
9. List previous applications to the Children's Assistance Fund  
Year    Amount Awarded            Project Title
10. If the Children's Assistance Fund does not award the full amount requested, how will this impact the program?
11. The Children's Assistance Fund requires that any organization receiving a grant must give credit to the Children's Assistance Fund and Justinian Society of Lawyers' Endowment Fund, Inc.. Describe how credit or recognition will be given.

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The undersigned executive officer hereby certifies that: (a) the information set forth in this application and supporting documents are correct to the best of his/her information and belief, (b) the Internal Revenue Service Determination of tax-exempt status has not been revoked, cancelled or modified, and (c) no funds pursuant to this application will be used for activities prohibited by the 1969 Tax Reform Act, as amended. I have read, understand and will abide by the Children's Assistance Fund's Grant Guidelines.

\_\_\_\_\_  
Applicant Organization

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

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# Children's Assistance Fund

## Proposal Narrative

Please provide the following information in narrative form. Do not use more than 5 pages single spaced.

- A. Background
  - 1. Organization's mission, history, overall goals and/or objectives.
  - 2. Current programs and activities. Emphasize major achievements of the past two years.
- B. Purpose of Funding Request
  - 1. The case for the need for the services for which funding is sought.
  - 2. How the project addresses these identified needs.
  - 3. Strategies employed to implement the proposed project.
  - 4. Identify other organizations in Illinois or your area providing a similar service or working to solve a similar problem and how your organization works with these programs.
- C. Evaluation
  - 1. Methods for evaluating the effectiveness of the program.
  - 2. Your criteria for success.
  - 3. The results you expect to have achieved by the end of the funding period.

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# Illinois State Bar Association Young Lawyers Division Children's Assistance Fund\*

## Grant Guidelines

The Children's Assistance Fund, in concert with the Justinian Society of Lawyers' Endowment Fund, Inc., seeks to provide grants to organizations across the state related to children and law. Nonprofit organizations wishing to submit proposals to the Children's Assistance Fund should review these guidelines to determine their eligibility and the application process.

### Eligibility

The Children's Assistance Fund awards grants to 501(c)(3) organizations serving the State of Illinois.

### Preferred Activities

The Children's Assistance Fund prefers projects that:

- Encourage and promote legal assistance to children
- Encourage pro bono legal work in child related legal matters
- Reduce the incidents of domestic violence in families with children
- Make the court system more accessible and transparent to the public, specifically those projects involving children
- Promote the study, research and continuing education of the law

\* Children are defined as individuals ages 0-17 or 18 and older if individual is senior in high school.

The Children's Assistance Fund may also fund programs that:

- Strengthen the court system or the administration of justice as it relates to children
- Help members of the public understand their rights and responsibilities under the law as related to children (i.e. children's rights)
- Foster and improve programs relating to and benefitting children

The Children's Assistance Fund prefers projects that have a statewide or regional impact. Programs with a local impact must show evidence of the significance of the program to the locality and local support for the project.

The Children's Assistance Fund prefers projects that are new or innovative approaches that require "seed money" to launch and programs that are the result of collaboration between multiple organizations.

### Disfavored or Excluded Activities

The Children's Assistance Fund does not favor grant awards for:

- Additions to endowments.
- Continuing legal education programs, unless they are experimental or promote pro bono services.
- Operating expenses, unless the organization's mission fits squarely within the preferred activities of the Children's Assistance Fund.

The Children's Assistance Fund will not fund grant applications for:

- Projects with no nexus to the State of Illinois
- Political campaigns, election activities or other political activities that are inconsistent with the organization's tax-exempt status.
- Fundraising benefits or mass appeal solicitations (*However, the Foundation reserves the right to participate in organizations' fundraising benefits with funds outside the traditional grants program when it deems necessary or appropriate*).
- Individuals (unless made through the Foundation's Subsistence Program)
- Fraternal groups
- Individual places of worship
- Sectarian organizations (unless participation in the program is not limited by religion)
- Individual pre-K – 12 schools (public or private)
- Individual Scouting organizations
- Scholarships for individuals (unless made through the Foundation's regular scholarship program)

### **Instructions for Completing a Grant Application**

- Submit only one application per organization per fiscal year.
- Send the application and required materials.
- Do not fax grant applications.
- Do not use spiral binding, folders or special covers.
- Review Application Check List to ensure the submission of all materials. Applications will not be considered complete until all materials are received.

### **Application Deadline**

Applications for grants from Children's Assistance Fund are accepted on a rolling basis.

### **Timeline for Application & Review**

Once a grant request is received, it is reviewed by the grant committee. The grant committee meets approximately twice times per year. If the grant committee recommends the grant be approved, it is forwarded to the Justinian Society of Lawyers' Endowment Fund, Inc. Board of Directors for final approval. You will be notified once your grant has been approved or rejected. The Children's Assistance Fund generally receives substantially more requests than it can fund and there is no guarantee that any particular project or organization will receive funding. We encourage you to call the ISBA Director of Bar Services if you have questions about these guidelines or about a particular proposal.

### **Grant Evaluation Criteria**

Proposals submitted to the Children's Assistance Fund will be evaluated based on the following criteria:

- The relative importance of the program to the Children's Assistance Fund's preferred activities.
- The impact of the program on the issue it addresses.
- The availability of funding from other sources.
- Whether the organization is efficient and well managed.
- The capability of the program to successfully manage the program.
- Whether the organization is doing an effective job of coordinating its services with other similar organizations.
- The involvement of the legal community in the program.
- Whether the organization has mechanisms in place to regularly evaluate and improve the services it provides.
- Whether the Children's Assistance Fund grant will have a material impact on the organization's operating budget.

### **Conditions of Children's Assistance Fund Grants**

- All materials submitted to the Children's Assistance Fund become the property of the Children's Assistance Fund and will not be returned. Information contained in the proposals submitted may be shared with third parties and outside organizations as part of the Children's Assistance Fund's review process.
- The Children's Assistance Fund, in its discretion, may request a site visit and/or additional information to assist in its review and evaluation of the proposal.
- The Children's Assistance Fund reserves the property rights, copyrights and all other rights of reproduction with respect to any intellectual property for which service is provided as a condition of this grant
- Grant awards must be used strictly in accordance with the proposal and budget submitted in writing to the Children's Assistance Fund. A grant recipient must petition the Children's Assistance Fund/Justinian Society of Lawyers' Endowment Fund, Inc. for permission to make any changes or alternate use of grant funds.
- If there are significant changes in a grant recipient's mission, structure or personnel (especially management staff) during the grant period, that grant recipient must notify the Children's Assistance Fund/Justinian Society of Lawyers' Endowment Fund, Inc. as soon as possible.
- Children's Assistance Fund grants must be expended within 12 months of the date of the award. The IBF Executive Director may grant a six-month extension if there has been a good-faith effort to complete the project.
- Grant recipients are responsible for the proper expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

### **Reporting Requirements**

All grant recipients must submit a detailed final report on their activities within 12 months. Grant recipients of awards greater than \$10,000 must submit a brief mid-term report on their activities within 6 months. No checks will be released without the submission and approval of mid-term reports. Please do not submit reports via e-mail or fax. Please do not submit reports in binders or otherwise bind the report.

Grant recipients receiving multi- year grants are required to submit a detailed progress report at each 1-year interval after approval of the grant for the life of the grant. Payment of the next grant installment will not be made until receipt of the required progress report and approval by the Children's Assistance Fund/Justinian Society of Lawyers' Endowment Fund, Inc. that the organization is effectively carrying out the purposes of the grant.

### **For More Information**

For more information about the Children's Assistance Fund's grant guidelines and procedures, contact Nina Vidmer, (708) 338-0760.

To learn more about the Children's Assistance Fund, please see [www.justinians.org](http://www.justinians.org).