

## AKRON BAR FOUNDATION GRANT GUIDELINES

The Akron Bar Foundation invites applications from non-profit organizations to fund law-related programs or projects that serve the Summit county community. Community collaborations are strongly encouraged.

### GRANT PROCESS

Grant requests are made by submitting the forms listed below in time to be received at the Akron Bar Foundation by the deadline. Please note that applications that are not complete or that are not submitted by the deadline will ineligible to be considered for funding.

A letter of inquiry is not required. However, a Cover Letter **is** required.

### REQUIRED GRANT FORMS

You must submit the following forms with your grant request. If you fail to submit all of the requested forms, your application will not be considered.

1. **Grant Application Short Form**. Please answer all questions in each section.
2. **Common Grant Form: Statement of Revenue/Support and Expense Form (Previous Year)**.
3. **Budgeted Revenue/Support and Expense Form For Current Fiscal Year**.
4. **Project Request Budget Form**.
5. **Interim Report** (*Due when your grant is half-way completed or four months in. For example, if your project/program begins in May your Interim Report will be due in August.*)
6. **Final Report Form** (Include flyers, pictures, brochures, etc. used to acknowledge the grant you received by the Akron Bar Foundation. Also include material used to promote your program (brochures, pictures, newsletters, news articles, etc.). These may be scanned and attached to your final report via email or mail.

**For 2020 funding, Final Reports are due December 31<sup>st</sup>.** This form is required of anyone who receives funding from Akron Bar Foundation. All sections of this form must be completed. Failure to submit a completed Final Report Form will result in a denial of future funding.

### SUBMISSION INSTRUCTIONS

Please email your grant application along with your cover letter in ONE pdf file (all documents attached) to: [ikelly@akronbar.org](mailto:ikelly@akronbar.org). Should you have questions or concerns please contact Ikel Kelly.

**Ikel Kelly, Foundation and Office Operations Director**  
**Akron Bar Foundation | 57 S. Broadway Street | Akron, Ohio 44308 | 330-436-0103**

### SUBMISSION DEADLINE

**All Grant Applications are due by Noon on Friday, March 27, 2020**

Late applications will not be considered