



**OAKLAND COUNTY
BAR FOUNDATION**

GRANT GUIDELINES

MISSION STATEMENT

The Oakland County Bar Foundation is dedicated to ensuring access to justice and an understanding of the law in our community.

Projects Committee:

Oakland County Bar Foundation

1760 S. Telegraph Road

Suite 100

Bloomfield Hills, MI 48302-0181

(248) 334-3400

ktillinger@ocba.org

Purpose

The Oakland County Bar Foundation (“Foundation” or “Corporation”) is dedicated to ensuring access to justice and an understanding of the law in our community. It supports not only traditional programs, but encourages innovative approaches, which respond to unmet needs. Specific grant purposes are enumerated in Article II of the Foundation’s Articles of Incorporation, as follows:

1. Improving and facilitating the administration of justice in Oakland County and throughout the State of Michigan;
2. Ensuring to the fullest extent possible that legal services are made available to all members of the public;
3. Promoting legal research and study of law, as well as, the diffusion of legal knowledge through support of the Adams–Pratt Law Oakland County Law Library;
4. Promoting the continuing legal education of lawyers and judges; and
5. Educating the public as to their legal rights and obligations; and fostering and maintaining the honor and integrity of the profession of the law.

The Foundation’s belief that effective programs within its purposes can only occur in a climate free from political bias and outside interference, as set forth in Article III of the Foundation’s Articles of Incorporation, which, in part, provide as follows:

No substantial part of the activities of the Corporation will be the carrying out of propaganda or otherwise attempting to influence legislation. The Corporation will not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office and will not publish or distribute statements relating to political campaigns.

Grant Request

Application

The Foundation will make funding determinations on the basis of a written application in a format prescribed by the Foundation. Application forms and instructions can be accessed at <http://www.ocba.org/apply-for-an-ocbf-grant/> or obtained from the Foundation's offices, which are located at 1760 S. Telegraph Road, Ste. 100, Bloomfield Hills, MI 48302-0181. The Foundation may, at its discretion, request supplements to the application and make on-site visits or require an applicant to appear at a Board of Trustees or Projects Committee Meeting.

Please refer to the Foundation's website, www.ocba.org, under Foundation and Grant Application for grant submission deadlines.

All applications will be screened initially by the Foundation's Projects Committee to establish:

1. Minimum eligibility of the applicant to receive Foundation funds, and
2. Completeness of the Application.

Grant applicants must:

1. be a 501 (c) 3 organization;
2. have a history of service reflecting clear ability to deliver quality services and fiscal responsibility;
3. demonstrate cooperative efforts between service providers in their area;
4. request funds for services or programs; and
5. have sources of income in addition to Foundation funds.

Grant applicants must agree:

1. to submit grant application in the prescribed format;
2. to attend and provide a report as to status of use of Foundation funds at one Foundation Board of Trustees meeting per year, if requested;
3. to make their financial records open to review, upon request of the Foundation, during the application process and thereafter if a grant is awarded;
4. only use Foundation grant funds as set forth in an approved grant application – any funds spent contrary to these grant guidelines is subject to repayment to the Foundation;
5. refund to the Foundation any funds not utilized during the grant period;
6. issue a press release within 30 days of receiving Foundation grant funding;
7. the application, once received, becomes the property of the Foundation – the Foundation reserves the right to use any or all ideas presented whether or not an application is accepted for funding; and

8. to supply at least 1, but not more than 3, letters of support of your organization and/or the program for which you are seeking funds.

Requirements

When the Foundation's Board of Trustees evaluates a grant application, it places a priority on programs and services that meet the following criteria:

1. demonstrate innovative approaches or new ideas;
2. provides some benefit to individuals who work or reside in Oakland County;
3. has the potential for independent continuity;
4. demonstrate community support;
5. avoid duplication of services in the service area;
6. address underserved need or populations;
7. meet the Foundation's mission and grant purpose;
8. include a meaningful evaluation component;
9. leverage a significant volunteer commitment; and
10. use challenge grants or other fund-matching arrangements to augment Foundation funds.

Priorities may change in the future as resources and needs change. Grants for "start-up money" to new organizations may be considered where such actions might provide incentive to other donors to support worthy projects that require additional funds.

Exclusions

The Foundation will **NOT** make grants:

1. to political campaigns or entities designed primarily for political lobbying;
2. to support religious activities;
3. if the Foundation's tax exempt status would be jeopardized; or
4. if the applicant fails to show fiscal responsibility and integrity.

The Foundation generally will **NOT** make grants:

1. to individuals;
2. to endowment or capital campaigns;
3. to repay loans;
4. as a substitute for other funds;
5. if Foundation funds will be the organization's primary source of continuing financial support;
or
6. where the primary purpose of the grant request is to conduct a study or research.

Grant Award

Notification

Applicants will be notified in writing within 30 days following consideration by the Projects Committee and/or Board of Trustees of the disposition of their Grant Application. All grants will be made pursuant to a written announcement by the Foundation to the recipient setting forth any terms and conditions of the grant award as outlined in the Foundation grant guidelines.

THE DECISION OF THE BOARD OF TRUSTEES OF WHETHER OR NOT TO FUND A PROPOSAL IS FINAL AND NOT SUBJECT TO APPEAL. THE BOARD OF TRUSTEES HAS THE SOLE AND ABSOLUTE DISCRETION TO DETERMINE WHETHER A GRANT APPLICATION WILL BE APPROVED.

Payment

The Trustees will select the method of payment (prepayment, installments or reimbursement) on a case by case basis at the time of making the award.

Monitoring of Grant Recipients

Grant recipients will provide the following information to the Foundation:

1. a copy of the press release that was issued within 30 days of the grant funding along with copies of the materials used to promote the program with the OCBF logo and/or name supplied;
2. responses to any reasonable requests for further information by the Foundation, including a site visit if requested once funding is issued;
3. an interim report at the midpoint of any project that exceeds three months, which should include detailed statistics from the program, grant funds spent and money still available;
4. an annual final written report of how the grant was spent and the results achieved with detailed statistics within thirty days of a project's conclusion; and
5. a copy of the applicant's annual financial statement (preferably audited) for the year in which the grant was made, if requested, as soon as it becomes available.

Further information

If you have any questions or require further information, please contact:

Oakland County Bar Foundation
Attn: Katie Tillinger
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