



The Florida Bar
Voluntary Bar Association
2019-2020
Diversity Leadership Grant

GRANT APPLICATION

THE FLORIDA BAR VOLUNTARY BAR ASSOCIATION DIVERSITY LEADERSHIP GRANT

MISSION STATEMENT

To increase diversity and inclusion in The Florida Bar so that the Bar will reflect the demographics of the state, to develop opportunities for community involvement, and to make leadership roles within the profession and The Florida Bar accessible to all attorneys, including those who are racially, ethnically, and culturally diverse, women, members of the LGBTQ community and persons with disabilities.

INSTRUCTIONS FOR COMPLETING THE DIVERSITY GRANT APPLICATION

Please review for errors prior to submission to avoid delays in application processing and/or application rejection.

Steps for completion:

- Save this application to your local device (computer, laptop and/or tablet) for completion outside the web browser in a PDF format.
- Verify that your information was saved.
- Please fill out the application form completely; do not leave any blank fields.
- Please save the completed application in PDF format. **DO NOT SCAN.**
- Email completed application to diversitygrants2020@floridabar.org along with additional PDF materials you deem relevant or as stated in the application.

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GRANT INSTRUCTIONS

The Grant Application process is comprised of two sections:

Section I. Terms & Conditions, Grant Proposal

Section II. Project Summary Report

Applicants seeking funding will need to complete the following electronic documents: (1) Section I Grant Proposal and Grant Terms & Conditions which must be **signed and returned** to the attention of the Diversity Manager at the time of grant submission; (2) Section II Summary Project Report Form, within 30 days of completion of grant funded activities, should be completed and returned to diversitygrants2020@floridabar.org or via regular U.S. Mail to The Florida Bar, Attention Arnell Bryant-Willis, Diversity Initiatives, 651 E Jefferson Street, Tallahassee, Florida 32399.

It is important to note that **May 1, 2020** is the cut-off date for the approved programs to be considered for the Outstanding Diversity Program Award for fiscal year 2019-2020 given at the Henry T. Latimer Luncheon during Annual Convention. To be considered Voluntary Bar Associations must be in compliance with all program terms and conditions. Completed proposals must be submitted by email and be received on or before **May 11, 2019**. All programs must be held and a final summary report received within the program year of **July 1, 2019** through **June 30, 2020**.

Eligible Funding Levels

Single VBA Proposal \$1,500

Two or more joint VBA Proposal up to \$3,000

Note: VBA will be eligible for one grant funding per program year.

Notification

VBA Funding notification: June 15, 2019

Grant programs will be announced at the Henry T. Latimer Luncheon, posted on the Diversity webpage, and a written letter will be sent to the awardees.

Please note: Florida has very broad public records laws. Many written communications to or from The Florida Bar regarding Bar business may be considered public records, which must be made available to anyone upon request. Your e-mail communications may therefore be subject to public disclosure.

TERMS AND CONDITIONS

Pages 3-5

Project and Grant Information

Grant Period: July 1, 2019 – June 30, 2020¹
Name of Organization(s): _____
Project Name: _____
Project Start Date (required): _____
Grant Amount Requested: _____

Project Summary:

(To be completed by Bar Staff):

Grant Amount: _____
Date Awarded: _____

Special Terms & Conditions:

¹ Organizations that hold approved programs after the grant period must request grant extension prior to May 1, 2020.

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1. **PUBLICATION CREDIT/ACKNOWLEDGEMENT OF FUNDING.** The Florida Bar must be listed in any grantee publication, including websites, annual reports, brochures, newsletters or news releases, where reference is made to the program or funding sources.

In instances in which The Florida Bar is the largest single funder of a project, The Florida Bar should be credited as a funder, or partial funder, of the project to the effect that: “The Florida Bar provided (partial) funding for this project.”

In instances where The Florida Bar has funded a published study or report, any related news release or article should give credit to the effect that: “The Florida Bar provided funding for this study/report.” The report itself should include The Florida Bar logo on the back cover, along with the credit: “With funding from The Florida Bar” followed by The Bar’s current address, telephone number, and website address.

Grantee is advised that, as a matter of policy, acknowledgements by the grantee of funding or in-kind support received from a for-profit organization should avoid the appearance of promoting the professional advancement of the sponsoring for-profit organization; such acknowledgements should only list the name, location, and business/profession of the for-profit organization, together with any description of the sponsored activities.

Grantee must provide program information to Diversity Initiatives Manager for posting on Diversity webpage, Twitter, Facebook, and other media outlets as appropriate. Grantee must submit an article(s) with pictures for publication in The Florida Bar News within two weeks after the grant event.

2. **USE OF GRANT FUNDS.** Grantee may use the grant funds only for the charitable purpose(s) for which grantee organization was established. More specifically, grantee may use the grant funds only for the purpose(s) outlined in the application approved by the Standing Committee on Diversity and Inclusion. Grantee acknowledges that The Florida Bar has not earmarked the use of the grant funds or any portion thereof for any other organization or individual.
3. **INDIRECT COSTS.** No portion of the grant funds may be used in payment of any indirect cost or surcharge not directly related to the purpose(s) outlined above.
4. **SUB-GRANTS.** Sub-granting of these funds to another entity which is to be responsible for carrying out grant activities requires prior written approval from the Diversity Initiatives Manager of The Florida Bar.
5. **SEVERANCE PACKAGES.** These funds may not be used for the provision of severance packages to employees of the grantee.
6. **CONSULTANT CONTRACTS.** Use of these funds for the payment of consultants and/or speaker costs in excess of \$500 requires prior written approval by the Diversity Initiatives Manager of The Florida Bar unless such use is specifically identified in the grantee’s approved application for funds.
7. **PAYMENT OF GRANT FUNDS.** The grant funds will be dispersed within twenty (30) days after the receipt of the required project report discussed in paragraph 9 and Summary Project Report Form of the Grant Application.
8. **MAINTENANCE OF EXEMPT ORGANIZATION STATUS.** Grantee must immediately inform The Florida Bar of any change in the tax status of grantee’s organization.
9. **REPORTING REQUIREMENTS.** Within thirty days (30) after the end of the project grantee must file a report with The Florida Bar, which includes: (1) all expenditures made from this grant, (2) an evaluation indicating the progress made toward the goals of the grant in conformance, (3) event recording (if applicable), (4) copies of materials used in the project (slide presentations, handouts, workbooks, etc.), and (5) a narrative report.

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Grantee is required to send notification of the program date at least two weeks in advance of program to: Diversity and Inclusion Committee Chair, Vice Chair of Grant Subcommittee, Diversity Initiatives Manager, and Diversity Program Coordinator.

- 10. RECORDS.** Grantee will maintain its books and records in such a manner that the receipts and expenditures of the grant funds will be shown separately on such books and records in an easily checked form. Grantee will keep such records of receipts and expenditures of grant funds, participant evaluation forms, project materials and copies of the reports submitted to The Florida Bar and supporting documentation for at least four (4) years after the completion of the project available for inspection at reasonable times from the time of grantee’s acceptance of this grant, throughout the four-year period.
- 11. FUTURE FUNDING.** Grantee acknowledges that The Florida Bar and its representatives have made no actual or implied promise of funding except of the amounts specified by the agreement contingent for grantee’s satisfactory completion of all grant requirements; including the submission and acceptance of the report discussed in paragraph 9 above and the Grant Application. Completed final summary reports not received prior to the grant application due date for program year 2018-2019 will not be considered for funding.
- 12. RECISSION AND DISCONTINUANCE.** In the event this grant is rescinded or grantee’s operations or services funded by this grant are discontinued, The Florida Bar is entitled to a return of any grant funds unspent or not irrevocably committed by grantee; provided, however, grantee shall be entitled to reimbursement for any expended costs or irrevocable commitments up to the grant amount.
- 13. APPLICABLE LAW.** This agreement will be construed in accordance with the laws of the State of Florida.

ACCEPTED BY

SIGNATURE:

NAME:

ORGANIZATION NAME:

DATE:

THE FLORIDA BAR

SIGNATURE:

NAME:

Arnell Bryant-Willis, Diversity Initiatives Manager

DATE:

ORGANIZATION & PROJECT INFORMATION

Application Organization Information

Name of Organization(s): _____

Organization Address: _____

City: _____

State: Florida (this field cannot be edited)

Zip Code: _____

Is this a 501(c)(3) organization? Yes No

Has this organization received Diversity Leadership grant(s) from The Florida Bar in the past? Yes No

Past Grant Date(s): _____

Prior Year(s) Program Outcome: _____

Contact Information

Name: _____

Title: _____

Address: _____

City: _____

State: Florida (this field cannot be edited)

Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

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PROJECT NARRATIVE

Proposal Narrative: Provide a brief description of the proposed project, including: (1) the participants for whom the project is designed, (2) how the event will be recorded, and (3) how the event can be replicated by other voluntary bars.

Note that your response is limited to the physical parameters of the input box.

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Project Objectives: Describe how this project will meet one or more of the following objectives:

A.	To further the understanding, knowledge and practice of lawyers, law students, and judges working within diverse communities.
B.	To foster and maintain diversity of leadership within the applicant organization.
C.	To foster and maintain diversity of leadership with the legal profession and The Florida Bar.
D.	To enhance the professional and leadership growth of young minority lawyers, persons with disabilities, and law students.
E.	To educate and serve the Florida legal community with regard to the importance and state of diversity in the workplace and in the profession.
F.	To provide diversity training and an opportunity for dialogue on diversity and inclusion issues among lawyers, judges, and students.

Note that your response is limited to the physical parameters of the input box.

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PROPOSED PROJECT EXPENDITURES

Project Name: _____

Project Date: _____

Expense Category	The Florida Bar Grant Request	VBA Applicant Funds	Other Funds in Hand or Expected	In-Kind Support	Project Total
*Speaker					
Supplies					
Printing/Copies					
Recording					
Refreshments					
Total Expenditures					

SOURCE DETAIL

Other Funds in Hand or Expected

Source Name	Source Contact Information	Amount Provided

* The maximum amount allowable for speaker expense is \$500.00.

