

## **Diversity Leadership Grant Application Guidelines 2019 – 2020**

### **VBA Contact Information:**

- Voluntary Bar Associations (VBA) must include incoming leadership (2019-2020) when providing contact information for the upcoming year. The Florida Bar strongly recommends establishing a generic email address that will follow the program not individuals holding a specific office.

### **Budget Instructions:**

- The Grant program is not a replacement for the organization's programs.
- VBAs can submit a single or joint application for funding during the grant period.
- Speaker cost is limited to \$500 per event.
- Project name and grant information must be in alignment with proposed project expenditures.
- Specific project date must be submitted at the time of submission.
- Amounts must be provided where requested.
- Personnel is not an allowable expenditure.
- Supplies when greater than \$500.00 must provide details.
- Refreshments greater than \$500.00 must provide details.
- Meal cost should be separate from the cost of the venue.
- Where possible please identify speakers.

### **Budget Post-Award Notification Instructions:**

- VBAs awarded funding should submit a revised expenditure page after receipt of award notification. Once VBAs know the exact amount they will be awarded, they are responsible for providing details on how they plan to spend the award money.
- VBAs should provide details on expenditures. For example, if they are using grant money for a speaker they should identify the speaker. Furthermore, they should provide a list of or description of supplies, provide a list or description of items that will be printed/copied, provide information on the type of recording (i.e. video, audio) and its cost, and identify refreshments and refreshment function (i.e meal, breaks, or reception) if they are allocating grant money to such areas. Expenditures should not exceed award amount.

- In addition, VBAs should provide VBA Officers contact information, including address or email and contact number.
- The key individuals' responsible for the project resumes should be sent to the diversity grant email [diversitygrants2020@floridabar.org](mailto:diversitygrants2020@floridabar.org) for grant year 2019-2020.