



**The Florida Bar**  
**Voluntary Bar Association**  
**2021-2022**  
**Diversity Leadership Grant**

***GRANT APPLICATION***

**THE FLORIDA BAR  
VOLUNTARY BAR ASSOCIATION DIVERSITY LEADERSHIP GRANT**

**FLORIDA BAR PURPOSE, RULE 1-2, RRTFB:**

To inculcate in its members the principles of duty and service to the public, to improve the administration of justice, and to advance the science of jurisprudence.

**The Florida Bar Strategic Plan Diversity Objective**

Continue to Encourage and Promote Diversity and Inclusion in All Aspects of the Profession and the Justice System

*The term “diversity” has a dynamic meaning that changes as the demographics of Floridians change. Apart from differences in race, color, gender, national origin, religion, age, sexual orientation, citizenship, and geography, to mention a few, the public and our profession will experience changes in thought, culture, and beliefs. These demographics are constantly in flux. Defining “diversity” based on current differences would limit its application to future changes, and likewise restrict or limit The Florida Bar’s consideration of and response to such changes.*

*The Florida Bar is fully committed to the enhancement of diversity within the Bar, the legal profession, legal education, and in the justice system, and affirms its commitment toward a diverse and inclusive environment with equal access and equal opportunity for all.*

**The Florida Bar Diversity & Inclusion Committee Mission**

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.

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**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 the 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 back to [diversitygrants21@floridabar.org](mailto:diversitygrants21@floridabar.org), along with any additional PDF materials you deem relevant or as stated in the application.**

**GRANT INSTRUCTIONS**

The Grant Application process is comprised of two sections:

Section I. Instructions, Terms & Conditions, Grant Proposal

Section II. Project Summary Report

The 2021-2022 Diversity Grant Application will be posted on The Florida Bar Diversity website page, June 21, 2021. Applicants seeking funding will receive the following electronic documents:

- Section I Grant Proposal and Grant Terms & Conditions must be **signed and returned** to the attention of the Diversity Initiatives Manager at the time of grant submission; and
- Section II Summary Project Report Forms is due thirty days after the end of the project completion date.

Each year, the Diversity and Inclusion Committee identifies the program or event that has demonstrated maximum impact in the furtherance of the mission of the Committee. It is important to note that May 6, 2022, is the cut-off date for the approved programs to be considered for the Outstanding Diversity Program Award for Fiscal year 2021-2022 given at the Henry T. Latimer Inclusion Luncheon during Annual Convention. To be considered, Voluntary Bar Associations (VBAs) must comply with all program terms and conditions.

Completed proposals must be submitted by email and received on or before July 26, 2021. All programs must be held, and a final summary report received within the program year of July1, 2021 through June 30, 2022.

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**USE OF GRANT FUNDS:** Preference will be given to those applicants who seek funding and comply with the Florida Bar Diversity and Inclusion Strategic goals as set forth in the 2019-2022 Strategic Plan. Grant funds are not intended to be used for reoccurring programs or annual operating expenses of the applicant entity. Each year, the Diversity and Inclusion Grant Sub-Committee will identify the program event that demonstrated maximum impact in the furtherance of the mission of the Committee.

**Eligible Funding Levels**

Single VBA Proposal, \$1,500

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

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

**Notification**

VBA Funding notification: June 19, 2021

Grant Proposal document contains the following sections:

<b>TITLE</b>	<b>Page</b>
Grant Proposal Format/Instructions	2-3
Terms & Conditions	4-6
Organization and Project Information	7
Project Narrative	8
Project Objectives	9
Proposed Project Expenditures	10
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TERMS AND CONDITIONS  
Pages 4-6  
Project and Grant Information

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Grant Period July 1, 2021 – June 30, 2022

Name of Organization(s): \_\_\_\_\_

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

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

Project Summary: \_\_\_\_\_

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**(Next section to be completed by Bar Staff)**

Grant Amount: \_\_\_\_\_

Date Awarded: \_\_\_\_\_

Special Terms & Conditions: \_\_\_\_\_

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**NOTE:** Organizations that hold approved programs after the grant period must request grant extension before June 30, 2022.

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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.

Where 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.”

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 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.**

2. **USE OF GRANT FUNDS.** Grantee may use the grant funds only for the charitable purpose(s) for which grantee organization was established. 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 that will 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 thirty (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:
  - a. All expenditures made from this grant;
  - b. An evaluation indicating the progress made toward the goals of the grant in conformance;

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- c. A recording of the event (if applicable);
- d. (4) copies of materials used in the project (slide presentations, handouts, workbooks, etc.); and
- e. A narrative report.

**Grantee is required to send notification of the program date at least two weeks in advance of program to the**

- **Diversity and Inclusion Committee Chair**
- **Vice Chair of Grant Subcommittee**
- **Diversity Initiatives Manager**
- **Diversity Program Coordinator.**

**One Florida Bar staff person will be admitted to a paid event free.**

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 for 2020-2021 not received prior to the grant application due date for program year 2021-2022 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. However, grantee will 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.

GRANTEE SIGNATURE: \_\_\_\_\_

GRANTEE NAME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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**THE FLORIDA BAR**

SIGNATURE:

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NAME:

Arnell Bryant-Willis, Diversity Initiatives Manager

DATE:

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**ORGANIZATION & PROJECT INFORMATION**

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

Organization Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

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

Grant Date(s): \_\_\_\_\_

Prior Year(s) Program Outcome: \_\_\_\_\_

**Contact Information**

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

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

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

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.

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

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A.	To further the understanding, knowledge and practice of lawyers, law students, and judges working within diverse communities.
B.	To provide educational support to pipeline programs in middle and high schools to expose public school students to the legal profession early in their educational journey.
C.	To support outreach and community services projects in underserved communities providing advocacy assistance to elderly persons and diverse veterans in compliance with the Florida Bar Guidelines.
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 and bias education training and an opportunity for dialogue on diversity and inclusion issues among lawyers, judges, and students.

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**PROPOSED PROJECT EXPENDITURES**

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

Project Date: \_\_\_\_\_

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

**SOURCE DETAIL**

**Other Funds in Hand or Expected**

<b>Source Name</b>	<b>Source Contact Information</b>	<b>Amount Provided</b>

**In-Kind Support**


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**VOLUNTARY BAR ASSOCIATION OFFICERS**

Using the space below, provide names and addresses of the officers and governing body of the organization(s), requesting funds. If organizational governing body is too large, include as a PDF in the email to [diversitygrants21@floridabar.org](mailto:diversitygrants21@floridabar.org).

Name	Title	Address	Telephone

**Qualifications of key individuals responsible for the project**

Create a PDF of key individuals' resumes for email delivery to [diversitygrants21@floridabar.org](mailto:diversitygrants21@floridabar.org).