

PUBLIC INTEREST LAW FOUNDATION COMMUNITY GRANT APPLICATION

The Public Interest Law foundation (PILF) is a not-for-profit organization of law students, faculty and alumni that raises funds to promote the practice of public interest law at Columbia Law School and across the country. Each year, through the Community Grants program, PILF awards grants to organizations committed to providing legal services to communities in need. Since its inception, PILF has awarded over \$500,000 to public interest legal organizations.

In selecting projects for funding, we are guided by PILF's commitment to supporting public interest activities, including but not limited to: reforming the criminal and civil justice systems, eradicating discrimination, expanding educational and economic opportunities, improving living standards, and increasing citizen access to legal forums. PILF prefers to fund discrete projects that can be completed on a measurable time frame.

I. CRITERIA FOR PROJECT SELECTION

Applicants:

All organizations performing work that benefits the public interest through the mechanism of law are eligible.

Proposals:

Proposals should be innovative, well conceived, and practical to implement. *Special consideration will be given to projects:*

- Addressing issues or aiding groups that currently receive inadequate attention or representation by individuals, organizations or government bodies;
- That are discrete and will be completed on a measurable time-frame; or
- Proposed by graduates of Columbia Law School;

PILF does NOT fund:

- Organizations seeking general funding for standard operating expenses;
- Private practice on behalf of particular clients or any other profit-seeking activity;
- Activities that replicate recognized governmental functions or which duplicate projects that are principally supported by governmental and other public funds.

II. AWARD INFORMATION

Proposal Selection: PILF intends to notify grant recipients by April 2010.

Average Grant: In recent years, PILF has awarded four to five grants per year ranging from \$1,500 to \$15,000, with the typical grant being approximately \$10,000.

Grant Disbursement: Grants will be disbursed quarterly.

Evaluation Reports: Grantees are required to furnish a progress report biannually.

III. APPLICATION GUIDELINES

Length: Maximum of ten (10) double-spaced typed pages, **not** including cover sheet and appendices.

Submissions: All applications must be e-mailed to PILF.Grants@gmail.com in PDF form. We will confirm receipt of your application after it is received. Additionally, hard copies are optional, and should be sent to:

Public Interest Law Foundation
Attn: Daniel Freeman
Columbia Law School
435 West 116th St.
New York, NY 10027

Deadline: Applications must be received by **Monday, January 18, 2010**. Late applications will not be considered.

Additional Information: For questions please contact PILF's Vice President of Community Grants, Daniel Freeman, at daf2129@columbia.edu or (518) 369-6925.

III. APPLICATION FORMAT

Each application should include the attached cover sheet, proposal, and appendices.

Cover Sheet: Please complete the included Cover Sheet.

Proposal (maximum 10 pages):

- (1) Project Description: Please provide a general description of the project that is seeking funding. This should be a brief overview (no more than 1 page) of what the project entails, how it will be run, and what it hopes to accomplish.
- (2) Please address the questions below. Applicants must address each question separately in the order below.
 1. What problem/need will the project address?
 2. Is there a specific geographic focus or target population?
 3. What other work is being done in this area; why is this project needed?
 4. What specific organizations, communities, and/or individuals do you anticipate working with on the project?
 5. How does this project fit with the overall strategy of your organization?
 6. (Optional) Is there any additional information you think will be relevant to our decision-making process?

- (3) Project Timetable: Provide a specific timetable of tasks, events, goals, and target dates for the funding year. If the project will continue for more than one year, your timetable should detail the specific portion that will be accomplished within the first year.
- (4) Opportunities for Student Involvement (if applicable): Please note any opportunities your organization may be able to offer for law students at Columbia to become involved in your project. Similarly, please note any Columbia Law School connections your organization may have.

Appendices (Should be included as a PDF if possible. If not, please mail to the above address):

- (1) Proposed Project Budget: Include estimated costs for salary/wages (itemized), equipment and supplies, office space, and any additional projected expenses. If your project will extend beyond one year, please discuss your plans for obtaining continued funding.
- (2) Project Funding Beyond PILF Support: If your project will require additional funding, above and beyond that requested from PILF, please describe in detail any funds that you have already received or that you foresee obtaining in the future.
- (3) Organization Budget: The overall budget for the organization. This should include a list of your other sources of funding, the amounts received, and the purpose of the funding received. This helps us understand how your project fits into the organization as a whole.
- (4) Non-Profit Status: Please provide a copy of your Internal Revenue Service letter of determination verifying the 501(c)(3) status of your organization or of the organization with which your project will be affiliated. If you do not have such status, describe what steps you have taken or will take to acquire 501(c)(3) status.
- (5) Optional Letter of Support: Should you wish to supplement your application with a letter of support, you need not enclose this letter within the application itself.
- (6) Optional Resume: If your project has a leader already designated, please include his or her resume.

**Columbia Public Interest Law Foundation
Community Grants Application Cover Sheet**

(1) Name of organization/applicant: _____

(2) Contact Person's Name: _____

Phone Number: _____

Email Address: _____

(3) Organization Address (to which checks can be sent):

(4) Organization website:

(5) Project Title: _____

(6) Brief (2-3 sentences) Project Description:

(7) Total Amount of Funding Requested: _____