

Office Use Only
 Applicant Id No.: _____
 Application Received: _____



**Foundation for the Advancement
 of the Paralegal Profession**
Empowering and Promoting Paralegals™
 A 501(c)(3) non-profit www.paralegalfoundation.org

GRANT APPLICATION

Project Name: _____

Applicant Name #1:	
Applicant Name #2: (if applicable)	

Project Start Date:	Estimated Completion Date:
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1. *The project as identified by this application must be fully completed and the final report filed by the stated deadline (see Grant Guidelines for more information – available at www.paralegalfoundation.org).*

Total Project Cost	\$	Other Contributions	\$	Requested grant funds	\$
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Applicant may request up to \$1,000.00 for a project (see Grant Guidelines for more information on grant eligibility and type).

Can the project proceed with a partial award of the amount requested? Yes No

If grant funds are limited, will less than the full amount requested be accepted? What is the minimum amount needed to proceed with the project? \$ _____

2. Endorsement Only. *If the Grant Application is for an endorsement by the Foundation (i.e., no grant funds), please indicate that here) and explain how the Foundation’s name and logo will be used as an endorsement.*

3. Briefly describe the project, its location, and its objectives. *Explain how the need for this project was determined and discuss the project’s intended impact. The grant may provide support for a specific part of a larger project. If the grant is part of a larger project, briefly describe the overall project, but explain, in detail the project identified by this grant application and further explain how the overall project will be completed and a final report filed by the stated deadline.*

4. Describe how the project will promote and advance the professional and educational standards of paralegal professionals.

5. Describe the applicant(s) non-financial participation in the project. *The application must set forth, in detail, the active participation by the applicant(s) involved in the application.*

5. Budget — Attach a complete, detailed and itemized budget for the project [not required for endorsement only]. *The grant may fund a specific part of a larger project. If so, the budget should focus on the grant portion of the project and clearly illustrate how the applicant's funds will be used and how the grant funds will be used.*

6. Cooperating Organization(s) — Most projects involve an organization that will participate in the project or receive the benefit of the project. If so, please provide the name(s) of the organization(s) below and attach a letter of participation from each organization specifically setting forth its endorsement of the project and its cooperation with the applicant(s). *By signing this application, the applicant(s) endorse the organization as reputable, responsible and acting within the applicable laws relating to the organization.*

Name(s) of Cooperating Organization(s):

7. How will the paralegal profession and the general public learn about this project and the Foundation's financial contribution to the project? *Please provide details of plans for the publication of written materials and publicity that will display the Foundation's logo and the Foundation as a financial contributor to the project.*

8. Project Contacts — Two persons must be listed in this application as those who will provide oversight and management of the grant funds and who will be responsible for providing a timely progress report within 60 days of receipt of grant funds and a timely final report within 30 days of when the grant funds are expended, or the completion of the project--whichever date comes first. If the project is a joint project, one contact must be from each organization.

Primary Contact:

Name		Position/Title	
Address			
Telephone		Fax	E-mail

Second Contact:

Name		Position/Title	
Address			

Telephone		Fax		E-mail	

Attach extra sheets if necessary to list more contacts.

Application Deadline: Application deadlines are February 1st and August 1st of each year (see Grant Guidelines for more information regarding deadlines and procedures).

9. Authorization — *Signatures on this application confirm that the applicant(s) understand and accept the requirement that grant funds shall only be used as described in the application and in accordance with the Foundation’s grant guidelines and that all information in this application is true and accurate, to the best of their knowledge.*

Association/Organization President(s) (if applicable) — I hereby affirm that _____ (name of association / organization) has agreed to undertake this project as an activity of the association / organization, that the grant application is authorized by the participating association / organization, that a timely progress report will be submitted within 60 days of receipt of grant funds, and that a timely final report will be submitted within 30 days of when the grant funds are expended, or the completion of the project--whichever date comes first.

Upon submission of the application, the applicant(s) agree to allow FAPP to use applicant's information for any external marketing including the request and use of photographs and names and applicants agree to provide additional project details as may be requested, including proof of project completion, if needed.

Signature — President

Name of Association/Organization		Date	
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Signature — President

Name of Association/Organization		Date	
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Authorization is required from Presidents of all participating associations/organizations, by signature above or by email.

Email this application in Word or PDF format only, with a detailed budget and letters of support from cooperating organizations to Kathleen K. Miller, RP® at kkmiller@reedsportlaw.com. Separate email authorizations sent by presidents may also be emailed to the above address.

Applications and reports may also be mailed to: Kathleen K. Miller, RP®, 320 Fir Avenue / PO Box 5, Reedsport, OR 97467 (541) 271-2101 office / (541) 271-2107 fax / kkmiller@reedsportlaw.com.