

# OAKLAND COUNTY BAR FOUNDATION

## GRANT GUIDELINES



### **MISSION STATEMENT**

To serve the citizens of Oakland County and the legal profession by funding or promoting:

- a) programs that foster the honor, integrity, welfare, or understanding of the law or the legal system or that educate the public about the role of lawyers in our society.
- b) programs that improve the accessibility and affordability of legal services.
- c) the Adams Pratt Collection at the Oakland County Courthouse Library.

#### **Projects Committee:**

Oakland County Bar Foundation  
1760 S. Telegraph Road  
Suite 100  
Bloomfield Hills, MI 48302-0181  
(248) 334-3400  
[membership@ocba.org](mailto:membership@ocba.org)

# Oakland County Bar Foundation Grant Guidelines

## Grant Purposes

The Oakland County Bar Foundation (the “Foundation”), a non-profit corporation, exists to serve the citizens of Oakland County and the legal profession through the funding or promoting (a) programs that foster the honor, integrity and welfare or understanding of the law or legal system or that educate the public about the role of lawyers in our society (b) programs that improve the accessibility and affordability of legal services (c) the Adams Pratt Collection at the Oakland County Courthouse Library. It supports not only traditional programs, but encourages innovative approaches, which respond to unmet needs. Specific grant purposes are enumerated in Article II of the Foundation’s Articles of Incorporation, as follows:

1. Improving and facilitating the administration of justice in Oakland County and throughout the State of Michigan;
2. Insuring to the fullest extent possible that legal services are made available to all members of the public regardless of race, creed, color or economic status;
3. Promoting legal research and study of law, as well as, the diffusion of legal knowledge through support of the Adams Pratt Law Library;
4. Promoting the continuing legal education of lawyers and judges;
5. Educating the public as to their legal rights and obligations;
6. Fostering and maintaining the honor and integrity of the profession of the law; and
7. Engaging in any and all lawful activities that may be incidental or reasonably necessary to any of these purposes.

The Foundation’s belief that effective programs within its purposes can only occur in a climate free from political bias and outside interference, as set forth in Article III of the Foundation’s Articles of Incorporation, which, in part, provide as follows:

1. No substantial part of the activities of the Corporation will be the carrying out of propaganda or otherwise attempting to influence legislation. The Corporation will not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office and will not publish or distribute statements relating to political campaigns.

**Priorities:** The Foundation's Board of Trustees places a priority on programs and applicants, which involve one or more of the following criteria:

1. demonstrate innovative approaches or new ideas;
2. benefit Oakland County residents;
3. have potential for independent continuity;
4. demonstrate community support;
5. avoid duplication of services in the service area;
6. address under served need or populations; and
7. use challenge grants or other fund-matching arrangements to augment Foundation funds.

**Applicants must:**

1. have a history of service reflecting clear ability to deliver quality services;
2. demonstrate cooperative efforts between service providers in their area;
3. request funds for program, rather than capital expenses or administrative overhead; and
4. have sources of income in addition to Foundation funds.

**Exclusions:** The Foundation will **NOT** make grants:

1. to political campaigns or entities designed primarily for political lobbying;
2. to support religious activities;
3. if the Foundation's tax exempt status would be jeopardized; or
4. if the applicant fails to show fiscal responsibility and integrity.

The Foundation generally will **NOT** make grants:

1. to individuals;
2. to endowment campaigns;
3. to repay loans;
4. as a substitute for other funds; or
5. if Foundation funds will be the organization's primary source of continuing financial support.

## **Grant Applications**

The Foundation will make funding determinations on the basis of a written application in a format prescribed by the Foundation. Application forms and instructions can be obtained from the Foundation's offices, which are located at 1760 S. Telegraph Road, Ste. 100, Bloomfield Hills, MI 48302-0181. The Foundation may, at its discretion, request supplements to the application and make on-site visits or require an applicant to appear at a Board of Trustees or Projects Committee Meeting.

Please refer to the Foundation's website, [www.ocba.org](http://www.ocba.org), under Foundation and Grant Application for grant submission deadlines.

All applications will be screened initially by the Foundation's Project's committee to establish:

1. Minimum eligibility of the applicant to receive Foundation funds, and
2. Completeness of the Application.

Grant applicants must agree:

1. to submit Grant Requests in the prescribed format;
2. to make their financial records open to review, upon request of the Foundation, during the application process and thereafter if a grant is awarded;
3. their application, once received, becomes the property of the Foundation. The Foundation reserves the right to use any or all ideas presented whether or not an application is accepted for funding; and
4. to supply at least 1, but not more than 3, letters of support of your organization and/or the program for which you are seeking funds.

### **Monitoring of Grant Recipients:**

Grant recipients will provide the following information if requested by the Foundation:

1. a final written report of how the grant was spent and the results achieved;
2. a written interim report, if requested, of how the grant money has been spent and the status of the program;
3. a copy of the applicant's annual financial statement (preferably audited) for the year in which the grant was made, as soon as it becomes available; and
4. responses to any reasonable requests for further information by the Foundation.

## Grant Awards

### **Grant Awards and Payments:**

Applicants will be notified in writing within 30 days following consideration by the Projects Committee and/or Board of Trustees of the disposition of their Grant Application. All grants will be made pursuant to a written announcement by the Foundation to the recipient setting forth any terms and conditions of the grant award. The Trustees will select the method of payment (prepayment, installments or reimbursement) on a case by case basis at the time of making the award.

THE DECISION OF THE BOARD OF TRUSTEES OF WHETHER OR NOT TO FUND  
A PROPOSAL IS FINAL AND NOT SUBJECT TO APPEAL. THE BOARD OF  
TRUSTEES HAS THE SOLE AND ABSOLUTE DISCRETION TO DETERMINE  
WHETHER A GRANT APPLICATION WILL BE APPROVED.  
ALL MATERIALS SUBMITTED TO THE FOUNDATION ARE CONFIDENTIAL.

### **Further information:**

If you have any questions or require further information, please contact:

Oakland County Bar Foundation  
Attn: Katie Tillinger  
1760 S. Telegraph Road  
Suite 100  
Bloomfield Hills, MI 48302-0181  
(248) 334-3400  
(248) 334-7757 FAX  
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