

JALBCA GRANT APPLICATION PROCESS AND REQUIREMENTS FOR 2018-2019

Overview of JALBCA

JALBCA is an association of judges and lawyers, founded in 1992, which funds early breast cancer detection efforts for underinsured and uninsured women, educational programs, and legal and other support services for individuals and families in crisis from breast cancer. Our mission focuses on the intersection of the law and breast cancer to leverage the legal community's strength, passion, resources and expertise to promote awareness, early detection, treatment and support for all those affected by breast cancer; to provide programs that educate members of the profession about critical medical, legal and personal issues around breast cancer; to support the breast cancer community at large by supporting and funding major, well-integrated legal and legally-related counseling support programs, as well as state-of-the-art early detection initiatives.

Overview of Grant

JALBCA seeks to further its mission by awarding grants to assist not-for-profit organizations that support that mission, with emphasis on services that provide legal services to individuals affected by breast cancer and their families or service to the legal community. Half of the grant monies will be disbursed upon award of the grant and the balance funded after required reports are submitted to JALBCA confirming proper expenditure of the initial funds in accordance with the grant application. All grantees also will be required to submit a final accounting of both spending and activities. At JALBCA's option, grantees may also be required to make a presentation to JALBCA's Executive Committee and/or its Board of Directors. Previous grant recipients will not receive any new monies until JALBCA has received a full accounting of the grant monies expended and services rendered for the prior year.

Applicants may refer to the "Funds Awarded in 2017" section of this Grants page for the number and size of past grants and examples of programs funded by past grants.

Schedule of Dates/Deadlines

July 6, 2018 – JALBCA posts grant application information and application form

July 16, 2018 – Any requests by grant applicants for information must be submitted in writing to JALBCA (at cgutekunst@jalbca.org) by this date

July 27, 2018 – JALBCA's written response to any requests for information will be posted on the Grants page of the website by this date

August 31, 2018 – Grant applications must be submitted electronically to cgutekunst@jalbca.org in both Word and PDF formats by this date

October 30, 2018 – Anticipated date on which grants will be awarded (subject to each grantee's satisfaction of all requirements for receipt of grant funding)

Required Application

Please download from the Grants page on the JALBCA website the following two-part JALBCA Grant Application 2018-2019: (1) Part 1 – the "JALBCA Grant Proposal Information Sheet" (a fillable PDF), and (2) Part 2 – the "JALBCA Grant Proposal" (a Word document). To be considered for a grant for

2018-2019, the completed application form (including the JALBCA Grant Proposal Information Sheet in PDF format and the JALBCA Grant Proposal in both Word and PDF formats) and all the additional material required in Section X of the application must be submitted electronically to cgutekunst@jalbca.org on or before August 31, 2018.

Selection Criteria

Each grant application will be independently reviewed by no fewer than two reviewers. Each reviewer will independently review the application and assign a score based on the criteria listed below. The Executive Director of JALBCA will review the audited financials, including the ratio of assets to liabilities of the applicant as well its financial responsibility¹, and assign a score for that category which each reviewer will use. The total scores by all the reviewers will be added and averaged to reach a final score for the grant application. In determining what grants (if any) to award, JALBCA will consider the score for each grant application but may also consider additional factors not listed below and may make its decision on any basis that JALBCA, in its sole discretion, deems appropriate.

Connection of the proposed grant to the mission of JALBCA	30 points
Financial responsibility of the applicant	10 points
Experience providing these types of services/programs (This does not need to be the experience of only the applicant organization but should include the experience of the staff who would be providing the services. A staff member at an organization may have substantial relevant experience gained at another organization.)	10 points
Number of people to be served by the grant	10 points
The quality and nature of the grant services/programs (E.g., are these services unique or not currently offered in this geographical area? Would the program provide actual legal representation or simply consultations with no follow-up? Would the program provide services to an underserved community?)	40 points

JALBCA Contact Person

All questions concerning the application process or JALBCA grants should be addressed in writing to the Executive Director of JALBCA, Claire P. Gutekunst, at cgutekunst@jalbca.org. An applicant or organization awarded a grant may write to JALBCA, 100 Crosby Street, Suite 303, New York, NY 10012, but also should always send a copy of any communication by email to cgutekunst@jalbca.org.

¹The Executive Director will review the affirmations submitted by the applicants and refer to the NYS Comptroller's standards to determine if they are a responsible entity. Comptroller's standard http://www.osc.state.ny.us/vendrep/info_vresp_vrreview.htm

Other Requirements for Organizations Awarded Grants

Any organization that is awarded a grant will be required to submit to JALBCA:

- Proof of adequate insurance and bonding;
- An accounting of grant expenditures (at the half-way point and at the end of the grant period);
- A statement of the organization's non-discrimination/anti-harassment policies; and
- A final report of all services/programs provided or conducted with grant monies

Reservation of Rights

This application procedure does not obligate JALBCA to make any award. JALBCA reserves the right not to award any grant at all and, even after awarding a grant, JALBCA reserves the right to withhold funding if JALBCA learns of information that would disqualify the organization or if sufficient funds are not available to fund the grant. JALBCA further reserves the right to change its procedures and schedules relating to the application and grant process in its sole discretion.