**JALBCA GRANT APPLICATION PROCESS AND REQUIREMENTS FOR 2024-2025**

**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; and 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 Grants**

JALBCA seeks to further its mission by awarding grants to assist not-for-profit organizations that support that mission, with emphasis on providing legal services to individuals affected by breast cancer and their families. 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 “Grantees” section of the Grants page for the number and size of grants and examples of programs funded by past grants.

**Schedule of Dates/Deadlines**

June 3, 2024 – JALBCA posts grant application information and application form

June 28, 2024 – Any requests by grant applicants for information must be submitted in writing to JALBCA (at admin@jalbca.org ) by this date

July 19, 2024 – JALBCA’s written response to any requests for information will be sent to applicants by email by this date

August 16, 2024 – Grant applications and all required materials must be submitted electronically to admin@jalbca.org in both Word and PDF formats by this date

November 8, 2024 – 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 2024-2025: (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 2024-2025, 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 admin@jalbca.org on or before August 16, 2024. Please submit a single PDF including both Parts 1 and 2 of the application and the required additional material except for the Forms 990 and audited financial statements, which should be submitted as one or more PDF’s separate from the application PDF.

**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. One or more individual designated by the Co-Chairs of JALBCA’s Grants Committee will review the audited financials, including the ratio of assets to liabilities of the applicant as well its financial responsibility[[1]](#footnote-1), and assign a score for that category which will be added to each reviewer’s score. The total scores by all the reviewers including the financial responsibility score 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 10 points

 (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.)

 Number of people to be served by the grant 10 points

 The quality and nature of the grant services/programs 40 points

(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?)

**JALBCA Contact Person**

All questions should be addressed in writing to admin@jalbca.org. An applicant or organization awarded a grant may write to JALBCA, 100 Crosby Street, Suite 301, New York, NY 10012, but also should always send a copy of any communication by email to admin@jalbca.org.

**Other Requirements for Organizations Awarded Grants**

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

* Proof of adequate insurance naming JALBCA as an additional insured, 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 during the previous grant period.

**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.

1. An individual designated by the Co-Chairs of the Grants Committee 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 [↑](#footnote-ref-1)