

# OKLAHOMA BAR FOUNDATION

## 2013 Court Grant Application Instructions and Requirements

Please carefully review the *“2013 OBF Grant Application Instructions and Requirements”* before completing your grant application packet. Thank you.



### Lawyers Transforming Lives

Our Mission: To promote justice, fund critical legal services, and advance public awareness of the Law



## I. General Information

The Oklahoma Bar Foundation (OBF) was founded in 1946 to accomplish the charitable purposes of lawyers from all across Oklahoma. OBF is an IRS Section 501(c)(3) nonprofit organization and is the third oldest state bar foundation in our Nation. OBF serves as the charitable heart of the Oklahoma Bar Association, and all licensed lawyers in Oklahoma are members of the Foundation. OBF works behind the scenes for Oklahoma's children, the poor and our most vulnerable citizens through the generous support of attorneys, law firms and other law-related groups from charitable donations and participation in OBF programs such as the Fellows, *Cy Pres* and residual balance awards, and IOLTA. All OBF grants must be used for exclusively charitable or public purposes in a manner consistent with the charitable purposes of the OBF. The OBF does not fund political activities or organizations.

## II. OBF Fund for Benefit of District and Appellate Courts

As trustee, the OBF maintains a fund specifically for the benefit of Oklahoma District and Appellate Courts known as the "OBF District and Appellate Court Grant Fund" or the "Fund." The primary purpose of the OBF District and Appellate Court Grant Fund is for capital improvements and extraordinary expenditures of Oklahoma district and appellate courts necessary to promote the administration of justice. The phrase "capital improvements and extraordinary expenditures" includes by way of example, but is not limited to, improvements to courtrooms such as audio/visual equipment, computer equipment, court reporting equipment (including equipment for "real time" reporting), other furniture and fixtures and extraordinary expenditures made necessary for the proper administration of complex litigation, such as class actions. Grants from the OBF District and Appellate Court Grant Fund will be awarded for purposes and expenditures of the district courts and the appellate courts that would otherwise not normally be funded through existing channels. Please note, however, that the purpose and the size of the Fund render it inadequate to fund major renovations to courthouses or courtrooms.

## III. Grant Application Submission Information

OBF grants are awarded on a one-time per year annual basis. Applicants are to submit **one original and 14 copies** of the OBF District and Appellate Court Grant Application no later than **5:00 pm, CST on Tuesday April 2, 2013** to receive consideration. Applications will be accepted in advance of the deadline and early submission is encouraged.

**Oklahoma Bar Foundation  
Attn: Court Grant Application  
PO Box 53036  
Oklahoma City OK 73152-3036**

**Oklahoma Bar Foundation  
Attn: Court Grant Application  
1901 N. Lincoln Blvd.  
Oklahoma City OK 73105-4901**

All applications must be postmarked or delivered no later than 5:00 pm, CST on Tuesday, April 2, 2013 to receive consideration. Applications should be postmarked no later than April 2, 2013 or may be delivered only between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. Applications will not be accepted via e-mail or fax.

The OBF Grants and Awards Committee will review the 2013 OBF District and Appellate Court Grant Applications and make recommendations to the Board of Trustees. **An applicant or appropriate representative may be required to make a brief appearance and presentation before the Grants & Awards Committee. If requested, the in-person presentations will occur on Friday, May 10, 2013 at a time to be arranged,** between 1:00 and 5:00 pm. Applicants will receive written notification regarding disposition of their application following awards by the Board of Trustees.

Questions related to application preparation should be directed to Nancy Norsworthy at (405) 416-7070 or by e-mail to [foundation@okbar.org](mailto:foundation@okbar.org). An Adobe Reader PDF Form or a Microsoft Word version of the application can be obtained by calling or e-mailing the Oklahoma Bar Foundation office at (405) 416-7070 or [foundation@okbar.org](mailto:foundation@okbar.org). Applications can be downloaded from the new OBF website at **[www.okbarfoundation.org](http://www.okbarfoundation.org)** under Court Grants the password is "**access**" for Court Grants to obtain the correct Court version of the grant application.



#### **IV. Grant Applicants and Tax Status**

Each grant request for the benefit of a district court must be submitted by the county commissioners and the court clerk of the county applying for the grant, and must also be approved by the chief judge of the district court that would benefit from the grant. Each grant for the benefit of an appellate court must be submitted by the chief judge of the court. All grants awarded must go to benefit a governmental entity to which charitable contributions can be made or a Section 501(c)(3) tax-exempt charitable organization. If the applicant is an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("Code"), the court must provide a copy of the IRS determination letter. If the applicant is not a Code Section 501(c)(3) organization, the court must describe the nature of its tax-exempt status and provide such additional information concerning its tax-exempt status as may be required by the OBF.

#### **V. Grant Application Guidelines**

- 1) Grant applications must meet the stated purposes of the Fund and the OBF's Articles of Incorporation and Bylaws, Section I and II.
- 2) Grant funds will be awarded for purposes and expenditures of the district courts and the appellate courts that would otherwise not normally be funded through existing channels. The purpose and the size of the Fund render it inadequate to fund major renovations to courthouses or courtrooms, Section II.
- 3) Grant awards are generally funded through periodic payments to the recipient over a 12-month period, though the award payments may be structured in other ways.
- 4) Grant recipients will be required, as a condition of continuing funding, to complete written quarterly reports on the progress of the funded project. A final written report will be due at completion of the project. A sample "OBF District and Appellate Court Grant Quarterly Report Form" is attached for informational purposes only and the report should not be made a part of your application.
- 5) Fixed assets purchased and/or Courthouse improvements funded through the OBF District and Appellate Court Grant Program should not be named or dedicated to another organization or individual other than the Oklahoma Bar Foundation without the express written permission of the Oklahoma Bar Foundation.

#### **VI. Grant Priorities**

The following priorities will be considered in making grants from the OBF District and Appellate Court Grant Fund:

- 1) Other funding sources are generally unavailable to sustain the program or fund the project, not normally funded through existing channels.
- 2) The court has special needs not being addressed by normal funding processes.
- 3) Matching grant funds from another source may be available.
- 4) Added consideration will be directed to requests for funds used for courtroom improvements through audio/visual equipment, computer equipment, court reporting equipment, other furniture and fixtures and extraordinary expenditures made necessary for the proper administration of complex litigation, such as class actions.
- 5) The exclusively public purposes of the project are consistent with the purposes of the OBF.

#### **VII. Public Recognition of the Oklahoma Bar Foundation**

Grant recipients are required to recognize the Oklahoma Bar Foundation in written materials, during program presentations, on the Website and various forms of media, and other venues. Samples of recognition are to be provided to the Foundation.

*For further information, please contact the OBF at (405) 416-7070 or at [foundation@okbar.org](mailto:foundation@okbar.org)*



## Application Technical Information

Should an applicant choose to include a transmittal letter, that letter is to be placed behind the 2013 Cover Sheet with nothing to be placed in front of the 2013 Cover Sheet.

Applications must address all of the following items and provide as much detail as is appropriate to assist the OBF Grants & Awards Committee in making recommendations to the Oklahoma Bar Foundation Board of Trustees.

- 1) OBF District and Appellate Court Grant Applications should be printed on 8 1/2" x 11" white paper. Reduce all legal size attachments to 8 1/2" x 11" size.
- 2) Do not bind the OBF District and Appellate Court Grant Application or accompanying materials. Use only one staple placed through all materials in the upper left corner.
- 3) Applicants must provide one original and fourteen copies of the Application and all accompanying materials. Do not place transmittal letters or other materials in front of the 2013 Cover Sheet.
- 4) OBF District and Appellate Court Grant Fund Applications should contain the following information and be arranged in the following order:
  - a) **2013 Cover Sheet:** Complete the 2013 Cover Sheet and place on top of the original and each copy as the first page of the application. A person of authority who is authorized to sign on behalf of the project should sign the Cover Sheet (normally, the judicial unit's chief judge and the county commissioners and court clerk of the applicant county). Include an application contact person with the phone and e-mail information. If the 2013 Cover Sheet is reproduced in any way, it must be presented in essentially the same format and include the same information; the bottom portion of the 2013 Cover Sheet is for OBF use and should not be moved or omitted from the front 2013 Cover Sheet.
  - b) **Project Overview:** Provide a brief project narrative which addresses the need for your project, include your goals, objectives, and a timetable for completion. Include copies of three price quotations and provide narrative details for any proposed capital improvement or extraordinary expenditure.
  - c) **Project Financial Information & Budget Information:**
    - List the total amount of your request
    - Provide a line item project budget
    - List utilization of other possible revenue sources
    - Attach any previous budget information that would provide supporting information for this project
  - d) **Impact:** Explain how your court is currently impacted and would be further impacted without an OBF grant award for the project.
  - e) **Tax Exempt Status and Determination Letter:** Attach a copy of your Section 501(c)(3) IRS tax-exempt determination letter, if any. If the applicant is not a Section 501(c)(3) organization, the applicant must fully describe the nature of its tax-exempt status and provide additional information concerning its tax-exempt status.

*Thank you for your interest in the Oklahoma Bar Foundation grant process.*



## 2013 Cover Sheet - Courts

### Court Applicant Information

Court: \_\_\_\_\_

Program/Project: \_\_\_\_\_

Address: \_\_\_\_\_

*Street & Mail Address*

*City*

*State*

*Zip Code*

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Chief Judge: \_\_\_\_\_

Program Dir/Mgr: \_\_\_\_\_

Application

Contact & E-Mail: \_\_\_\_\_

### Project Information

Category or categories for which you request OBF grant funds:

Other (define): \_\_\_\_\_

Administration of justice

**2013 Request Amount: \$** \_\_\_\_\_

Funds Requested for: \_\_\_\_\_

*Specific Project*

*Other*

Tax ID#: \_\_\_\_\_

*Define:* \_\_\_\_\_

Previous OBF Grant Funds:

Grant Year

Grant Amount

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

Brief summary of grant request:

\* \* \* \* Please attach added sheets to continue the summary \* \* \* \*

*For OBF Use, Only – do not write below this line.*

Application # \_\_\_\_\_

Date Received \_\_\_\_\_

Status \_\_\_\_\_

Amount \_\_\_\_\_



**Applicant Agreement**

(applicant) agrees to carry out the activities as

described in this application for any funds granted as requested herein and shall report at least quarterly to the Oklahoma Bar Foundation on progress and results from use of all such grant funds. Signature of person authorized to bind your organization (normally, the judicial unit's chief judge):

**DISTRICT COURT APPLICANT:**

Date: \_\_\_\_\_ County Commissioner

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ CHIEF JUDGE OF THE \_\_\_\_\_ DISTRICT COURT

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

**APPELLATE COURT APPLICANT:**

Date: \_\_\_\_\_ By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Court: \_\_\_\_\_

**COURT CLERK:**

Date: \_\_\_\_\_ By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Court: \_\_\_\_\_



Financial Information and Budget Sheet - Courts

Program:	Last Year	Current Year	Next Year
	Actual	Projected	Budget Projection
<b>Capital Purchases To Be Made***</b>			
<b>Beginning Fund Balance</b>	\$	\$	\$
<b>LIST ALL REVENUE:</b>			
OBF Grant Award			
<b>Total Revenue</b>	\$	\$	\$
In-Kind Donations			
In-Kind Services			
<b>TOTAL REVENUE (Including In-Kind)</b>	\$	\$	\$
<b>PROJECT OR PROGRAM EXPENSES:</b>			
Salaries ( <i>attach list of positions</i> )			
Benefits/Payroll Taxes			
Office Space			
Telephone			
Supplies			
Postage			
Equipment:*			
Rent/Lease			
Maintenance/Repair			
Depreciation Expense**			
Printing and Photocopying			
Service Charges			
Auditing			
Insurance			
Other Program/Project Expenses:			
<b>Total Expenses</b>	\$	\$	\$
In-Kind Donations			
In-Kind Services			
<b>TOTAL EXPENSES (Including In-Kind)</b>	\$	\$	\$
<b>GAIN/LOSS</b>	\$	\$	\$
<b>Ending Fund Balance</b>	\$	\$	\$

\* Equipment Expense does not include capital purchases.

\*\* Depreciation Expense should reflect the annual depreciation of equipment owned by the organization.

\*\*\* If you plan to use OBF funds for Capital Purchases, please describe & explain reason for purchase on separate sheet; attach 3 quotes.



## OBF District & Appellate Court Grant Application Final Checklist

Prior to submitting your application, please review and ensure your application is complete and complies with the following checklist. My OBF Application Packet:

- Includes 1 original and 14 copies – printed on unbound 8 1/2" x 11" paper, all legal-size attachments are reduced to 8 1/2" X 11" size, with only one staple in upper left corner of each.
- Is submitted to the Oklahoma Bar Foundation no later than 5:00 pm CST on Tuesday, April 2, 2013 – the application is either being mailed, delivered in person or via messenger and is not sent via fax or e-mail.
- Includes a complete, **signed** 2013 Cover Sheet (see page 4-5 of this packet) with nothing placed before the 2013 Cover Sheet.
- Includes a complete project overview as described in this packet.
- Includes a budget narrative and financial information and the Financial and Budget Sheet as requested in this application packet. The Financial and Budget Sheet is in balance and matches the total amount requested on the 2013 Cover Sheet.
- Includes the Section 501(c)(3) of the Internal Revenue Code of 1986 tax determination letter or a detailed description of the tax status. *(All grants are to be used for exclusively charitable or public purposes in a manner consistent with the purposes of the OBF. The OBF does not fund political activities or organizations.)*
- Includes all attachments and supplemental documents, including project quotes as is appropriate.

## Attached for Your Information

- Sample copy of the “OBF Court Grant Quarterly Report Form”, which is to be completed and submitted each quarter for a 12 month period.

## Grant Agreement

A grant agreement, to be provided by the Oklahoma Bar Foundation upon notification of the grant funding award, must be executed by the grantee and returned to the OBF office before funding will commence. Receipt copies are to be included with the grant funding reports. All unused funds must be returned to the Oklahoma Bar Foundations. Fixed assets purchased and/or Courthouse improvements funded through the OBF District and Appellate Court Grant Program should not be named or dedicated to another organization or individual other than the Oklahoma Bar Foundation without the express written permission of the Oklahoma Bar Foundation.

## Application Packets

Grant application packets and supporting materials become the property of the Oklahoma Bar Foundation and will not be returned. OBF has the right to use any or all information provided in the application submission, whether or not the proposal is accepted.





**Sample Oklahoma Bar Foundation Court Grant Quarterly Report Form**

**TO:** Nancy Norsworthy, Exec Director  
Oklahoma Bar Foundation  
P O Box 53036  
Oklahoma City OK 73152-3036  
Phone: (405) 416-7070 or (800) 522-8065, Ext 7070  
E-mail: nancyn@okbar.org

**FROM:** Your Contact  
Name: \_\_\_\_\_  
Court: \_\_\_\_\_  
Program/project funded: \_\_\_\_\_  
Address/City/Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact E-mail Address: \_\_\_\_\_  
Preparation Date: \_\_\_\_\_  
Quarterly Report Period Covered: \_\_\_\_\_  
OBF Court Grant Period: \_\_\_\_\_  
Full Amount Granted: \_\_\_\_\_

**BRIEF PROGRAM DESCRIPTION:**

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**INTRODUCTORY STATEMENT:**

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**TOTAL EXPENDITURE TO DATE:** \_\_\_\_\_ *attach all purchase receipt copies.*  
*Expense Category* *Expenditure Amount this Period*

<i>Expense Category</i>	<i>Expenditure Amount this Period</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**QUARTERLY HIGHLIGHTS:**

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**APPLICABLE STATISTICAL INFORMATION:**

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**PROBLEMS ENCOUNTERED:**

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**PRESS RELEASED OR OTHER PUBLICITY ABOUT THE OBF COURT GRANT:**

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**HOW DO YOU FEEL THE OBF GRANT HAS HELPED TO IMPROVE ACCESS TO THE JUSTICE SYSTEM IN YOUR AREA?**

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**ADDITIONAL INFORMATION:**

*Attach press release information – notices – clippings  
Attached added sheets when space is not adequate*

*2013 OBF Court Grant Quarterly Report Form*