

AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION

INTRODUCTION

The American Academy of Matrimonial Lawyers Foundation was chartered in 1990 for charitable and educational purposes by the now 1600 members of the American Academy of Matrimonial Lawyers. The Foundation's purpose is to advance one of the AAML's most important goals – the protection of children and families. The Foundation solicits proposals for programs or activities which promote these goals and awards grants to those organizations which the Foundation deems most meritorious.

GRANT POLICY STATEMENT

The Board of Directors of the American Academy of Matrimonial Lawyers Foundation considers grant applications for proposals designed to:

1. Provide financial assistance to organizations by way of grants in order to help protect families, parents and children adversely affected by the breakup of the family unit;
2. Support projects pertaining to children in custody disputes, dependency cases and similar situations;
3. Support programs in schools, courts and organizations to help children cope with the breakup of families;
4. Teach mothers, fathers and parental caregivers how to co-parent effectively;
5. Provide counseling to children of families experiencing domestic violence, drug and alcohol abuse and mental illness;
6. Promote relationship enrichment programs to help prevent the breakup of families;
7. Promote pro bono and low-cost family law legal representation and ancillary mental health services for both indigent clients and their children, who are adversely affected by the breakup of the family unit; and
8. Promote innovation, research and education in support of the mission of the Foundation.

ELIGIBLE APPLICANTS

To be eligible to apply for funds from the American Academy of Matrimonial Lawyers Foundation, an applicant must:

1. Be a U.S.-based organization that has received a determination letter (which is in effect during the application process) from the Internal Revenue Service that it qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code; or

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2. Be able to demonstrate that the proposed project for which the funds will be used qualifies as an activity in which a Section 501 (c)(3) organization is permitted to engage; or
3. Be an individual or Individuals who provide research and/or education involving issues pertinent to family law.

AAML FOUNDATION FUNDING POLICIES / GUIDELINES

Grant awards will not be made to:

1. Organizations designed primarily for lobbying or dissemination of religious or political views;
2. Political organizations or campaigns;
3. Endowment funds or campaigns;
4. Scholarship funds or campaigns;
5. Lawyers or law firms in private practice; or
6. Organizations substantially funded by the Legal Services Corporation or its equivalent.

As a general rule, the Foundation will give priority to projects which are either initiated and completed within the grant year or receive funding from other sources after the Foundation provides the initial start-up funds. Also, a grant awarded to an approved applicant will ordinarily not exceed \$5,000 and not exceed a 12-month budget period.

The grant award monies ordinarily will be disbursed to an approved applicant in November of each year.

APPLICATION SUBMISSION REQUIREMENTS

The completed application, signed by the properly authorized officials of the applicant, and the required documents listed below, must be received by the American Academy of Matrimonial Lawyers Foundation either by mail or email no later than May 15th of the year in which the application is submitted. If submitting by email, the application, formatted as a PDF file, with the required documents should be emailed to Kimberley Scott at kim@aamlfoundation.org.

The applicant's proposal MUST: (1) respond to all questions set forth in the "Project Narrative"; and (2) contain all data required by the application, or it may be deemed incomplete and ineligible for consideration. The applicant is encouraged to provide as much detail as appropriate to assist the Board of Directors of the Foundation in making its grant award decisions.

Documents which must be included in the application are:

1. Signed grant application facesheet;
2. Completed project narrative sheets;
3. Proposed project budget sheet;
4. Copies of the applicant's operating budget (or year-end financial statements) for the previous two years;

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5. A copy of the most recent progress report that the applicant has submitted to its principal funding agency (if applicable); and
6. Tax status letter and Federal Tax I.D. number.

APPLICATION DEADLINE

The completed application with required documents must be received by the Foundation no later than 5:00 p.m., May 15th of the year in which the grant is submitted. An application received after the deadline will not be considered. An electronic copy, formatted as a PDF file, with required documents may be emailed to kim@aamlfoundation.org no later than 5:00 p.m., May 15th of the year in which the grant is submitted.

Mail or return application to:

American Academy of Matrimonial Lawyers Foundation
Attn: Kim Scott
209 W Jackson Blvd, Suite 602
Chicago, Illinois 60606-6937

For information or clarification contact:

American Academy of Matrimonial Lawyers Foundation
Attn: Kim Scott
209 W Jackson Blvd, Suite 602
Chicago, Illinois 60606-6937
(312) 263-6477 ext. 407
kim@aamlfoundation.org

Thank you for your interest.

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AAML FOUNDATION GRANT APPLICATION FACESHEET

NAME OF APPLICANT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: (____) _____ EMAIL: _____

FEDERAL TAX ID / EIN: _____

GRANT REQUEST FOR CALENDAR YEAR: _____ AMOUNT: \$ _____

PROJECT TITLE: _____

PROVIDE A SHORT SUMMARY OF THE PROJECT:

If funds are awarded by the Foundation, the applicant agrees to accept the funds with all of the terms, conditions and assurances appearing on the next page of this form.

Project Director

Authorized Organization Official and/or Individual Applicant

Name:

Name:

Title:

Title:

Signature:

Signature:

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CONDITIONS AND ASSURANCES

The applicant understands that by accepting funds awarded pursuant to this application, it assents to:

1. Restrict the use of Foundation funds to activities permitted by organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code;
2. Not discriminate, on the basis of race, color, religion, sex, age, handicap, or national origin, against: (a) any person applying for employment or employed by the grantee with respect to any personnel action proposed or taken concerning an applicant or employee; or (b) any person seeking participation in, or the benefits or proceeds of, the program or programs in whole or part by this grant;
3. Provide the Foundation with adequate narrative reports and financial accountings for the expenditure of the grant funds by submission of a:
 - a. Progress report no later than June 1st of the year following the grant;
 - b. Final report no later than December 1st of the year following the grant; and
 - c. Copy of an independent audit report if applicable but, if not available, an appropriate comparable alternative report which encompasses the accounting for the grant funds.
4. Use funds awarded under this grant solely for purposes described in the grant proposal, subject to any modification or restrictions directed or approved by the Foundation.
5. At the discretion of the Foundation, an on-site visit from Foundation personnel to observe the project, discuss the project with personnel and review financial and other records and materials connected with the activities financed by this grant.
6. Bind any delegate agency or organization that undertakes responsibility for any part of the approved project by these Conditions and Assurances.
7. Follow the Foundation's directions with respect to the use or disposition of AAMLF fund balances if: (a) this grant is terminated by the Foundation before its expiration date due to its noncompliance with grant requirements; (b) the applicant ceases operation; or (c) the grant award period expires.

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NAME OF GRANT APPLICANT: _____

PROJECT NARRATIVE

1. INTRODUCTION:

Describe your organization, its history and purpose.

2. GOALS OR NEEDS STATEMENT:

- a. Explain the motivation of the proposed project using statistics or supported concerns.
- b. Define the need for the proposed project and the specific area and/or population to be served.
- c. Explain the potential adverse impact if the proposed project is not implemented.

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NAME OF GRANT APPLICANT: _____

PROJECT NARRATIVE - Continued

3. PROJECT OBJECTIVE:

- a. Describe the objective(s) of the project.

- b. In measurable terms, how do you expect to meet your objective?

- c. If applicable, describe how the project is innovative.

4. METHODS:

- a. Describe the activities to be initiated to achieve the desired objective, the responsible parties, the timetable of activities, and justify all items listed on the "Proposed Project Budget" form.

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NAME OF GRANT APPLICANT: _____

PROJECT NARRATIVE - Continued

- b. Explain the relationship of this initiative to existing projects which provide similar services.

5. FUTURE FUNDING:

- a. Describe your efforts to obtain funding and other community support for this project.

- b. Describe your future plans to continue this initiative and to fund the costs of this project.

6. TAX STATUS:

- a. Describe the organization/agency's organizational tax status.

- b. If applicant is not a recognized tax-exempt organization, describe its charitable purposes.

- c. Attach a copy of the most recent letter from the Internal Revenue Service determining tax status.

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PROPOSED PROJECT BUDGET

Name of Organization/Agency:

Fiscal Year: _____ to _____

<u>EXPENSE CATEGORY</u>	<u>PROPOSED PROJECT BUDGET</u>
Salaries	\$ _____
Employee Benefits & Taxes	\$ _____
Office Space	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Telephone	\$ _____
Travel	\$ _____
Other (Specify)	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL PROJECT BUDGET	\$ <u>_____</u>
TOTAL AAMLFF FUNDS REQUESTED	\$ _____

NOTE: Should the Total Project Budget amount exceed the Total AAMLFF Funds Requested, please explain what funding source is providing the difference.