

# **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 funds to those organizations which the Foundation deems most meritorious.

## **FUNDING POLICY STATEMENT**

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

1. Educate Judges and attorneys, allied professions and the public about the protection of children in the legal process.
2. Promote research and education involving issues pertinent to family law.
3. Educate Judges and attorneys about appropriate standards of professional responsibility for the practice of family law.
4. Promote pro bono and low-cost family law legal representation and ancillary mental health services for primarily indigent clients, with a special emphasis on abused spouses and children.

## **ELIGIBLE APPLICANTS**

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

1. Be an 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
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.

# AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION

## 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. Organizations which maintain a State sales/use tax exemption on any of its activities on the basis of being a religious organization or which maintains a State property tax exemption on the basis that said property is used for religious worship;
3. Political organizations or campaigns;
4. Endowment funds or campaigns;
5. Scholarship funds or campaigns;
6. Lawyers or law firms in private practice;
7. 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 will ordinarily be disbursed to an approved applicant in October of each year.

## APPLICATION SUBMISSION REQUIREMENTS

An original application signed by the properly authorized officials, must be received by the American Academy of Matrimonial Lawyers Foundation, no later than July 15<sup>th</sup> of the year in which the application is submitted. An electronic copy, formatted as a PDF file, may be emailed to the Foundation at [kim@aamlfoundation.org](mailto: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 require return 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;
5. A copy of the most recent progress report the applicant has submitted to its principle funding agency (if applicable);
6. Tax status letter and Federal Tax I.D. number.

# AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION

## APPLICATION DEADLINE

The completed original application must be received by the Foundation no later than 5:00 p.m., May 15<sup>th</sup> 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, may be emailed to [kim@aamlfoundation.org](mailto:kim@aamlfoundation.org) no later than 5:00 p.m., May 15<sup>th</sup> of the year in which the grant is submitted.

Mail or return application to:

American Academy of Matrimonial Lawyers Foundation  
c/o Kim Scott  
150 North Michigan Avenue, Suite #1420  
Chicago, Illinois 60601

For information or clarification contact:

American Academy of Matrimonial Lawyers Foundation  
c/o Kim Scott  
150 North Michigan Avenue, Suite #1420  
Chicago, Illinois 60601  
(312) 263-6477  
[kim@aamlfoundation.org](mailto:kim@aamlfoundation.org)

# AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION

## AAML FOUNDATION GRANT APPLICATION FACESHEET

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

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: \_\_\_\_\_

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

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

# AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION

## CONDITIONS AND ASSURANCES

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

1. Where applicable, 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 1<sup>st</sup> of the year following the grant;
  - b. Final report no later than December 1<sup>st</sup> of the year following the grant; and
  - c. Copy of an independent audit report (if applicable), or sufficient 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. 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 before its expiration date; (b) the applicant ceases operation; or (c) the grant award period expires.

**AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION**

**NAME OF GRANT APPLICANT:** \_\_\_\_\_

**PROJECT NARRATIVE**

**1. INTRODUCTION:**

Describe your organization, its history and purpose.

---

---

---

---

---

---

---

---

**2. GOALS OR NEEDS STATEMENT:**

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

---

---

---

---

---

---

---

---

**AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION**

**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?

---

---

---

**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.

---

---

---

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.

---

---

**AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION**

**NAME OF GRANT APPLICANT:** \_\_\_\_\_

**PROJECT NARRATIVE - Continued**

- b. Describe 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.

\_\_\_\_\_  
\_\_\_\_\_

# AMERICAN ACADEMY OF MATRIMONIAL LAWYERS FOUNDATION

## 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)	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>TOTAL PROJECT BUDGET</b>	\$ _____
<b>TOTAL AAML FUNDS REQUESTED</b>	\$ _____

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