



## **INTRODUCTION**

The American Academy of Matrimonial Lawyers Foundation was chartered in 1990 for charitable and educational purposes by the now 1400 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
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 emailed to Kimberley Scott, Executive Director of the American Academy of Matrimonial Lawyers 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 within the confines of the application 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. Financial documents, **for two previous fiscal years**, consisting of one of the following:
  - a. Federal 990 information returns;
  - b. Audited financial statements; or
  - c. Balance sheets, Operating budgets, and Profit and Loss statements.
2. A copy of the most recent progress report that the applicant has submitted to its principal funding agency (if applicable); and
3. Tax status letter and Federal Tax ID number.

## APPLICATION DEADLINE

The completed application with required documents listed above 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. Email the completed application and documents to Kimberley Scott at [kim@aamlfoundation.org](mailto:kim@aamlfoundation.org).

### **For information or clarification contact:**

Kimberley Scott  
(312) 702-2520  
[kim@aamlfoundation.org](mailto:kim@aamlfoundation.org)

Thank you for your interest.



## AAML FOUNDATION GRANT APPLICATION FACESHEET

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

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

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

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

FEDERAL TAX ID / EIN: \_\_\_\_\_ AMOUNT REQUESTING: \$ \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROVIDE A SHORT SUMMARY OF THE PROJECT (Maximum word count: 600)

## 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.

If funds are awarded by the Foundation, the applicant agrees to accept the funds with all of the terms, conditions and assurances listed above.

### Project Director

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

### Authorized Organization Official and/or Individual Applicant

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

## PROJECT NARRATIVE

### 1. INTRODUCTION

Describe your organization, its history and purpose. (Maximum word count: 1,000)

## **2. OBJECTIVE OR NEEDS STATEMENT**

- a. Explain the objective 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.

(Maximum word count: 1,000)

## **2. OBJECTIVE OR NEEDS STATEMENT (CONTINUED)**

d. In measurable terms, how do you expect to meet your objectives?

e. If applicable, describe how the project is innovative.

(Maximum word count: 1,000)

### 3. METHODS

Describe actions to be taken, responsible parties and timetable to fulfill the project objective. Please explain all items listed on the "Proposed Project Budget" form on page 9. (Maximum word count: 1,000)



## PROPOSED PROJECT BUDGET

NAME OF ORGANIZATION/AGENCY: \_\_\_\_\_

FISCAL YEAR: \_\_\_\_\_ TO \_\_\_\_\_

EXPENSE CATEGORY	PROPOSED PROJECT BUDGET
Salaries	\$ _____
Employee Benefits & Taxes	\$ _____
Office Space	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Telephone	\$ _____
Travel	\$ _____
Other (Specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL PROJECT BUDGET</b>	\$ _____
<b>TOTAL AAMLF 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.

#### **4. OTHER FUNDING AND SUPPORT**

Describe your efforts to obtain other funding and community support for this project, include percentages of federal, state or local agencies, corporations, foundations, fundraisers, and any other funding sources. (Maximum word count: 750)

#### **5. TAX STATUS**

- a. Identify the organization/agency's tax status or describe its charitable status.
  
  
  
  
  
  
  
  
  
  
- b. Attach a copy of the most recent letter from the Internal Revenue Service determining tax status.