



**STATE BAR OF TEXAS  
LITIGATION SECTION  
2016-2017 GRANT/INTERNSHIP PROGRAM APPLICATION**

The Litigation Section is organized to promote the ends of justice through education and nonprofit activities and services which improve the administration of our justice system, which advance public education and understanding of our judicial system, and which are sensitive to the needs of the public as well as the legal profession.

The Litigation Section awards money to support both grants and internships. This application can be used to apply for either a grant or an internship, or both.

The grant program awards varying amounts to promote educational and charitable activities that improve the administration of our justice system, advance public education and understanding of the judicial system, and are sensitive to the needs of the public and the legal profession. The Litigation Section Grant Program seeks to support and promote programs which improve and support the Texas justice system through research, services, publications, institutes, forums and public education.

The internship program awards stipends of \$4,000 each to qualifying legal aid, pro bono, or other non-profit legal services programs to sponsor law students in summer litigation internships. Award recipients select and hire their choice of intern and design their own internship curriculum. These internships allow students the opportunity to work with staff attorneys full-time for ten weeks, providing direct legal services to low-income clients and offering invaluable real-life experience for each law student.

**INSTRUCTIONS**

Please review the Internship Program Funding Criteria and the Grant Funding Criteria before completing the application.

Please type or print clearly and answer all questions completely. Attach additional pages and use additional lines as necessary. If you are unable to answer any of the following questions, please give a short explanation why you are unable to answer.

Submit applications in electronic format and verify that your application and attachments were received.

**DEADLINE: Applications must be sent to the Litigation Section of the State Bar of Texas no later than 5:00 p.m., February 13, 2017.** Applications submitted after this deadline will not be considered.

Applicants will be informed if a grant has been awarded on or before March 3, 2017.

Submit your completed application form (with attachments) via email to [litigationsection@texasbar.com](mailto:litigationsection@texasbar.com) (Subject: Litigation Section Grant/Internship Application).

**For more information or questions:**

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(713) 951-6263

(Subject: Litigation Section Grant/Internship Application)

## 2016-2017 GRANT/INTERNSHIP PROGRAM APPLICATION

1. Organization Name: \_\_\_\_\_
2. Primary Contact(s) and Title(s): \_\_\_\_\_
3. Contact Information:  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_
4. IRS Tax ID Number: \_\_\_\_\_
5. Fiscal Year Dates: \_\_\_\_\_
6. Is your organization:
  - a. A Section 501(c) non-profit organization? \_\_\_\_\_ If not, please identify your organization's tax status.
  - b. Associated with any religious, political, or other special interest group? \_\_\_\_\_. If so, please describe in detail.
  - c. Involved now or within the past ten years in a civil or criminal suit as a defendant, plaintiff or other party? \_\_\_\_\_ If yes, please provide a brief explanation of the action, including its outcome or anticipated outcome.
7. Give a brief description of your organization, what it does, and the impact its services has on your community, including your mission statement, purpose and goals.

### **PLEASE COMPLETE ITEMS 8-15 IF YOUR ORGANIZATION IS APPLYING FOR A GRANT**

8. Fully describe the project that is the subject of this grant request including:
  - a. How the project improves the judicial system, the litigation process, or the civil justice system in Texas.
  - b. The demographic that will benefit from the project, the size of the project target group, and the geographic area to be served.
  - c. Plans for staffing (both employee and volunteer).

- d. A time-line for implementation, including a start-date and anticipated end-date of the project. If this is an on-going project, provide the project's initiation date and describe how your work is on-going.
  - e. Whether the project satisfies the State Bar of Texas Litigation Section Grant Criteria requirements, and if not, how and why it does not.
  - f. Attach or provide links to any published material that you feel helps describe your project.
9. How much money are you requesting from the Litigation Section? How will this grant money, if awarded, be used?
10. Supply the start-date for the initiation of your project and its anticipated conclusion. If this is a continuous project, please provide the initiation date of your service and describe how your work is on-going.
11. Provide a description of the demographic that will benefit from your proposed project, and the geographic area you intend to serve.
12. Provide a budget for your project, and detail the percentage of that budget that this grant request represents.
13. List any additional sources of funding and the amounts that are currently committed to this project including funding sources that are pending and the host organization's anticipated decision date.
14. Describe how this project might be funded if the Litigation Section does not award this grant.
15. If you have applied for any State Bar of Texas Litigation Section grant in the past, please provide the following information about previous applications:

<b>Years Applied</b>	<b>Brief Description of Project</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>

18. Do you agree to submit a report within one year of receiving grant funds that details the results of the grant project, includes any written or published materials created with the funds, and provides an accounting that specifies the use of all funds awarded?

**PLEASE COMPLETE ITEMS 19-25 IF YOUR ORGANIZATION IS APPLYING FOR THE INTERNSHIP PROGRAM**

19. Do you agree to submit a report within one year of receiving grant funds that details the results of the grant project, includes any written or published materials created with the funds, and provides an accounting that specifies the use of all funds awarded?

20. Information regarding the attorney who will supervise the intern:

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

Bar Number/State of License: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

21. Please provide a brief (1-2 paragraph) description of your litigation internship plan.

22. Please describe how your internship plan will relate to litigation issues.

23. Please provide a brief overview of the client population the intern will serve, including whether it is low-income.

24. Please list the types of services you expect to the intern to provide (e.g., discovery, witness preparation, etc.)

25. Please describe the supervision the intern will receive (e.g., frequency of meetings with supervising attorney, work with other staff, etc.).

## VERIFICATION

Please include an IRS letter of tax exempt status for your agency or organization (if applicable) with your application.

Note: The Litigation Section reserves the right to request further details and information about your grant or internship request in order to make an informed decision.

By verifying below, you confirm that, to the best of your knowledge, the information provided above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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