



**STATE BAR OF TEXAS  
LITIGATION SECTION  
2020 – 2021 GRANT APPLICATION**

The Litigation Section is soliciting applications to fund grants for legal services projects aimed at improving the judicial system, the litigation process, or the justice system in the State of Texas, or to provide legal services for which there is a demonstrated need..

The Litigation Section is organized to promote the ends of justice through education and nonprofit activities and services that improve the administration of our justice system, advance public education and understanding of our judicial system, and are sensitive to the needs of the public as well as the legal profession. Organizations applying for a Litigation Section Grant should propose projects that advance these Litigation Section goals.

**INSTRUCTIONS**

Please review 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: The Litigation Section will consider applications on a rolling basis between January 1, 2021 thru March 31, 2021.** The Section will fund grants as approved until such time as it has awarded all grant monies. Applicants are encouraged to submit applications promptly. **All applicants will be informed if a grant has been awarded by no later than April 30 2021.**

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

**For more information or questions:**

Ray Thomas, Grants & Scholarships Committee Chair  
[rthomas@raythomaspc.com](mailto:rthomas@raythomaspc.com) and [lespinosa@raythomaspc.com](mailto:lespinosa@raythomaspc.com)

## 2020 – 2021 LITIGATION SECTION GRANT 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. Received, within the last 3 years, an audit report identifying material weaknesses in financial controls or material non-compliance with any grant?
7. Give a brief description of your organization, what it does, and the impact its services have on your community, including your mission statement, purpose and goals.
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, or provides legal services for which there is a demonstrated need;
  - b. Plans for staffing (both employee and volunteer);
  - c. Whether the project satisfies the State Bar of Texas Litigation Section Grant Criteria, and if not, how and why it does not; and

- d. Attach or provide links to any published material that you feel will help describe your project.
9. 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 ongoing.
10. Provide a description of the demographic that will benefit from your proposed project, and the geographic area you intend to serve.
11. How much money are you requesting from the Litigation Section? How will this grant money, if awarded, be used?
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>

16. 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?

**[CONTINUE TO NEXT PAGE]**

## VERIFICATION

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

Please also include a copy of your entity's most recent audited financial statement 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.**

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Signature

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Printed Name

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Title

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Date