Houston Young Lawyers Foundation
Grant Program Guidelines and Application

2024-2025

# GRANT PROGRAM PURPOSE

The purpose of the Houston Young Lawyers Foundation ("HYLF") Grant Program is to improve the quality and availability of legal aid, health, human services, and education services provided by Greater Houston nonprofit organizations.

1. **TYPES OF GRANTS**

Grants may be awarded in one of the following forms:

* Award of the full amount of funds requested.
* Partial award of the amount of funds requested.
* Award of funds on a matching basis wherein HYLF will match funds up to a designated maximum amount in proportion to the grant recipient’s ability to raise new funds from other sources.

# ELIGIBILITY CRITERIA

* **Requirements**:
	+ Applicant organizations and funded charitable projects must serve and benefit individuals in the Greater Houston Area.
	+ The project must be undertaken before the end of the calendar year.
	+ The project must be related to or promote:
		1. the furtherance of justice and legal education through the sponsorship and encouragement of legal research, publications, institutes and forums;
		2. the support of legal aid programs for the indigent or working poor and the optimization of aid grants from governmental and private sources;
		3. the support of youth through athletic and educational forums; and/or
		4. any other activity that will promote and aid an improved system for the administration of justice and the improvement of the Bench and Bar in the Greater Houston Area.
	+ HYLF funds may not be used to supplement or extend an organization’s operating budget.
	+ HYLF will not consider grant applications seeking funds to support ongoing projects (unless the funds will be used for a specific piece of such project where HYLF is the key provider of funds for such piece), general fundraising campaigns, capital campaigns, or dinners. If grant funds are sought for a specific piece of a larger project, the grant application must make it clear for which purpose grant funds would be utilized.
	+ Grant awards must be administered by the applicant organization. Grants will not be made for the sole purpose of payment to third-party organizations.
* **Preferences**:
	+ HYLF prefers to fund:
		- Projects from non-profit organizations that are recognized as such under the Internal Revenue Code.
		- Projects of limited duration. Grants will not be awarded to projects that require funding in excess of two years from implementation to completion.
		- New projects or projects that will be substantially and substantively changed or enhanced through the application of HYLF funds.
	+ HYLF prefers **NOT** to fund:
		- Galas or gala-like events, testimonial or fundraising events (such as luncheons or dinners), or advertising in programs or publications.
		- Organizations that in turn make grants to others.
		- Activities whose sole purpose is promotion or support of a specific religion, denomination, or church.
		- Honoraria for guest speakers or panelists.
		- Memorials for individuals.
		- Salaries or contracts for staff-type positions or needs.
		- Purchase of office equipment or other fixed assets.
* The minimum amount that must be requested for any individual grant application is $500.00. The maximum amount that may be applied for in any individual grant application is $15,000.00. Partial awards may be granted. Grants awarded typically range between $3,500.00 and $5,000.00

# ADDITIONAL CONSIDERATIONS

* Adequacy of the project to achieve the stated purpose.
* Applicant’s ability to achieve objectives as evidenced by past performance.
* Number of community members who will directly benefit from the project.
* Relationship of proposed project to similar ongoing charitable outreach projects and community service events. Specifically, is the proposed project complementary, conflicting, competitive, or duplicative of other programs?
* Inclusion of a specific and fixed calendar framework for project phases and completion. Inclusion and reliability of an evaluation method for the effectiveness of the project.
* Application of all funds that are appropriate to the purpose of the project and already available to the applicant.
* Other sources of funding being approached and whether they are outright awards or matching funds.
* Disclosure of future funding needs and projected needs for staffing, administration, and governance.
* Qualifications of the applicant’s staff or project members.
* Grants may not be made to fund projects outside the Greater Houston Area, however, the organization's service area may reach beyond the Greater Houston Area.

# APPLICATION PROCESS

Grants will be made solely on the basis of written applications. All applications for funding will be reviewed by the HYLF Grants Committee, which will recommend a slate of grant recipients for consideration by the HYLF Board of Trustees. The HYLF Board of Trustees possesses the sole authority to make grants. No member of the HYLF Board of Trustees who is also a member of an applicant’s governing board or who is directly involved in a proposed project as an administrator, staff member, or direct beneficiary may participate in voting on the applicant’s proposal.

# LETTER OF APPLICATION

HYLF will create an annual Grant Application Form and other pertinent documentation which applicants must use to submit proposals for grant awards. Applicants may submit more than one proposal.

# OTHER SUPPORTING DOCUMENTS

* A project timeline or schedule of activities must be included with the application.
* Detailed and complete budget information for a proposed project must be presented as part of a Grant Application. If the use of funds from a grant is not immediately apparent from the detailed budget, applicants should provide an explanation of where such grant funds would be utilized. If requested, the applicant organization shall also make available to HYLF the applicant organization’s operating budget and year-end financial report from the prior year, copies of any additional audits of financial statements from prior years, and/or major sources of financial support.

# CONDITIONS OF GRANTS

* Grant recipients are required to recognize HYLF in any printed materials or videotape and audiotape materials used or produced for projects that receive HYLF funds. Such recognition should be noted as part of the applicant’s proposal. Example: “This was made possible by a grant from the Houston Young Lawyers Foundation.”
* Grant recipients must submit to the HYLF Board of Trustees a written final report for projects funded by HYLF grants before the end of the calendar year that the project was funded. Written final reports should include a financial report on use of funds, and, when possible, copies of any marketing materials related to the projects that receive HYLF funds, as well as pictures of the projects, when possible. If the project is ongoing as of the end of the year, the final report should detail the work conducted to date, as well as the anticipated work to be completed. The final report should also include a statement that no part of the funds received from HYLF (i) inured to the benefit of any private individual; (ii) were used for the purpose of carrying on propaganda, or otherwise attempting to influence legislation; or (iii) were used to participate in, or intervene in any political campaign on behalf or in opposition to any candidate for public office. Failure to submit a written final report by the end of the calendar year the project was funded will result in the organization being ineligible for any additional grants for two grant cycles.

# DEADLINES

The HYLF Grant Program is conducted on an annual basis as follows:

1. Grant applications are submitted online at [<https://www.hylf.org/Grant-Application>](https://www.hylf.org/Grant-Application) by the date and time specified on the website. For additional information, please contact the Grants Committee at grants@hylf.org.
2. The HYLF Grants Committee will review eligible applications and recommend a slate of grant recipients to the HYLF Board of Trustees for approval at its regular meeting in April.
3. The HYLF Grants Committee will issue letters announcing grant award winners in May.

Grant Applicants are advised to use these Grant Program Guidelines as a reference and checklist to ensure that all necessary information is provided with the original application package.

1. **COMMUNICATIONS**
* The HYLF Grants Committee may contact grant applicants if additional information is required, but the HYLF Grants Committee reserves the right to disqualify application packages from consideration if key budget or project application information is not included.
* The HYLF Grants Committee is available to assist with any questions about the application process or the information required in the application package. However, committee members will not provide opinions or make recommendations as to the likelihood of a project proposal receiving a grant award.
* All applicants will be notified in writing of the action taken by the HYLF Board of Trustees. HYLF is not responsible for notifying applicants whose application packages do not include valid contact information.
* The HYLF Grants Program draws upon limited resources and cannot respond favorably to all requests. A decision not to provide funding should not be interpreted as a negative evaluation of a program or organization. HYLF staff and Trustees are not in the position to discuss reasons for declining a request with applicants, and HYLF will not provide critiques of proposals.

**GRANT APPLICATIONS THAT DO NOT COMPLY WITH THESE GRANT PROGRAM GUIDELINES WILL NOT BE CONSIDERED.**