



600 Nicollet Mall, Suite 390, Minneapolis, MN 55402 • 612-752-6600 • [www.hcba.org](http://www.hcba.org)

**Promoting Equal Access to Justice for the People of Hennepin County**

## **2017 GRANT GUIDELINES**

Since 1968, the Hennepin County Bar Foundation (“HCBF”) has made a positive impact on the community by funding legal projects and agencies that support those in need throughout Hennepin County. Serving as the charitable arm of the Hennepin County Bar Association, the Foundation was established with the express purpose of providing financial assistance to individuals, organizations, and projects related to the law and the legal system. The mission of the HCBF is: promoting equal access to justice for the people of Hennepin County.

We seek to improve the quality of people’s lives through the law, to elevate the public’s connection to the legal system, and to facilitate the delivery of legal services.

We are specifically focused on efforts that serve individuals and families who face barriers in gaining access to justice, including those who are low income, and those who do not qualify for pro bono assistance but cannot afford legal services.

The Foundation is a 501(c)(3) charitable corporation that derives virtually all of its funding from direct contributions from individual HCBA lawyers, area law firms, and other organizations in the legal arena.

### **Funding Strategy**

The HCBF is focused on ensuring that its grant giving has the most meaningful impact in Hennepin County for those who have difficulty gaining access to justice. While we are typically unable to fund all grant proposals received, the funding we do provide is intended to represent a substantial portion of a proposed program budget. Thus, grants of less than \$3,000 are unlikely to be funded, except in extraordinary circumstances. In 2016, we gave \$120,000 to 16 organizations.

## **Preferred Activities**

Contributions to the HCBF provide far-reaching support to a wide range of legal service programs in Hennepin County. The HCBF supports programs that:

- Provide legal services to individuals of limited resources;
- Educate the public about the legal system; and,
- Contribute to the improvement of the legal system and the administration of justice.

## **Application Deadline**

Applications are due to the Hennepin County Bar Foundation by midnight on **Friday, January 13, 2017.**

## **Timeline for Application and Review**

Proposals submitted by the **January 13, 2017** deadline will be reviewed no later than the Foundation's Grant Review Committee April meeting, and the HCBF will notify grant recipients of its decision by June 2017. The Foundation reserves the right to reject any and all proposals, in whole or in part, at any time, at its sole discretion. The Foundation generally receives substantially more requests than it can fund and there is no guarantee that any particular project or organization will receive funding. If you have questions about these guidelines or about a particular proposal, please contact Julia Peacock at 612-752-6620 or [julia@hcba.org](mailto:julia@hcba.org).

## **Grant Evaluation Criteria**

Proposals submitted to the Hennepin County Bar Foundation will be evaluated based on the following criteria:

- The **impact** of the proposal on promoting equal access to justice.
- The **impact** on Hennepin County residents. The availability of funding from other sources. Whether the organization will leverage Foundation funds, or resources from other sources.
- Any judgments from previous applications to and grants from the Foundation.
- Whether the organization is efficient, well managed, and has a positive track record of using funds from the Foundation or other grantors.
- Whether the Foundation grant will have a material impact on the organization's operating budget and/or project budget.
- Whether the organization is doing an effective job of coordinating its services with other similar organizations.
- Review of detailed itemized budget for proposal.

### **Grant Disbursement**

The president of the Foundation, or the executive director upon request of the president, shall communicate to each applicant the action taken by the Foundation's board. The executive director shall disburse the funds and carry out such other action as may be stipulated by the terms of the grant approval.

### **Reporting Requirements**

An approved applicant shall submit evaluation reports as requested by the Foundation. An applicant that has previously received a Foundation grant shall include an annual evaluation report with any new application. These reports are to be forwarded to the executive director at periodic intervals as set forth in the terms of the grant or as deemed appropriate by the executive director or president of the Foundation.

### **For More Information**

Applications, the Foundation Purposes and Policies, and these procedures are available from the Foundation at 600 Nicollet Mall, Suite 390, Minneapolis, Minnesota, 55402 and may be accessed at [www.hcba.org](http://www.hcba.org).