

## **J. L. TURNER LEGAL ASSOCIATION FOUNDATION**

### **GRANT REQUEST**

(Please include this cover page with your request)

The J. L. Turner Legal Association Foundation (the "Foundation") is organized as a special purpose 501(c)(3) not-for-profit corporation and operates exclusively for charitable and educational purposes according to Section 501(c)(3)<sup>1</sup> of the Internal Revenue Code of 1986 (the "Code"). While many non-profits may have activities that have great societal benefit, they may not themselves be 501(c)(3) organizations and thus may be pursuing educational and charitable activities as well as other activities, which may be outside of the scope of the specific Code Section 501(c)(3) special purposes. The latter category of activities cannot be funded with Section 501(c)(3) tax-deductible dollars from the Foundation. Like many public charities, the Foundation has chosen to focus on only a subset of the 501(c)(3) special purposes permitted by Code.

The Foundation has elected to administer educational and scholarship programs and focuses to a great degree on those programs aimed at ensuring a continued pipeline of law students and lawyers of color in Dallas County and surrounding communities in North Texas. The Foundation also supports initiatives, activities, or efforts involving issues impacting the African-American community in Dallas County and surrounding communities in North Texas, which require the use of pro bono legal services.

The Foundation has worked with several other 501(c)(3) charities and other types of not-for profits (including our sister organization, the J. L. Turner Legal Association), when those organizations are able to offer their own resources in support of projects they propose and the Foundation determines that those projects are aligned with the Foundation's goals, which are themselves ultimately set by the Foundation's Board of Directors.

If you believe your non-profit organization may fit within the Foundation's mission and grant parameters, we would be pleased to consider your request. Please note however that the Foundation reserves the right to approve or deny in whole or in part any request and that completion of this application does not entitle the applicant to a grant. We ask that you be respectful of the volunteers who review the application, especially if our decision is not as favorable as you may hope. We reserve the right to terminate the review process at any time.

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<sup>1</sup> Per IRS guidelines, the exempt purposes set forth in section 501(c)(3) are charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and preventing cruelty to children or animals. The term charitable is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

Applications for grants must contain certain basic information about the applicant, and be completed by an official of the organization. If you wish to attach additional pages, you may do so. If your application includes requests for multiple programs, please address our concerns for each program. The Foundation prefers the format listed below, and **requires** that a solicitation should include:

- a full description of the reasons for the current solicitation and the connection to the mission of the Foundation;
- the dollar amount sought **and budget for the specific event**;
- a copy of the current **annual budget**;
- a copy of the most recent Internal Revenue Service tax exemption letter, if applicable;
- a copy of the most recent independent audit, if applicable; and
- a roster of directors (directors, trustees and principal officers).

Solicitations will be accepted throughout the year and grants issued at convenient intervals thereafter. Please be advised, the Foundation typically meets quarterly (January-March; April-June; July-September; October-December) to review grant applications. Please submit grant requests as soon as possible, and no less than eight (8) weeks prior to the event, in order to receive funding in a timely manner. The Foundation will inform applicants of its grant decisions in writing.

**J.L. Turner Legal Association Foundation  
P.O. Box 130987, Dallas, TX 75313**

**APPLICATION FOR FUNDING**

**Please print legibly and respond to each inquiry. If an inquiry is not applicable, please write N/A.**

Applicant Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Counties organization serves: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Director's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date organization was created: \_\_\_\_\_

Grant amount requested: \$ \_\_\_\_\_

Is a budget for the event attached to the application? ☐ Yes ☐ No

If a budget for the event is not attached, please state the reason:<sup>2</sup>

\_\_\_\_\_

Is the grant request for a sponsorship related to meals and/or entertainment? ☐ Yes ☐ No

a. If you selected "yes", please provide the amount of the grant intended for meals or entertainment and the intended use for the remaining grant funds, if any.

\_\_\_\_\_

\_\_\_\_\_

b. If you selected "yes", please explain how the use of the funds for meals and/or entertainment advances education, is charitable or is incidental to the pursuit of

\_\_\_\_\_  
<sup>2</sup> The applicant understands if no budget is attached, the grant application will likely be denied.

the exempt purpose and incidental portion of the use of funds requested for the activity. \_\_\_\_\_

\_\_\_\_\_

Date funds needed by: \_\_\_\_\_

To whom should the check be addressed? \_\_\_\_\_

Is your organization a 501(3)(c) tax-exempt organization, under the Internal Revenue code?

☐ Yes ☐ No If yes, please attach a copy of your official IRS documentation.

Is your organization a United Way member? ☐ Yes ☐ No

If your organization has previously received funds from J.L. Turner Legal Association Foundation, please provide the following information:

<u>Year</u>	<u>Amount of Cash Received</u>	<u>Purpose</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Were these funds used by your organization in the manner and for the purpose approved by the Foundation in your organization’s grant application? ☐ Yes ☐ No

If no, please explain further \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there is any history or relationship between your organization and the Foundation please explain further. \_\_\_\_\_

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Will any of the funds requested here satisfy any pledge, commitment or request made by or to any officer or director of your organization? ☐ Yes ☐ No If yes, please explain further: \_\_\_\_\_

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Is there any other information relevant to our decision, which you would like us to consider?

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Is the funding solicited for general administrative operations, a specific project, or capital needs?

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Please describe the proposed use of the funds and how the use of the funds (not just concurrent activities to which Foundation funds won't be directed) an exempt purpose as set forth in section 501(c)(3) (e.g., charitable, educational, scientific, literary, eliminating prejudice and discrimination; defending human and civil rights secured by law, etc.)

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Tell us if and how this project will advance the Foundation's core goals in the areas of increasing the number of minorities who enter the legal profession pipeline, providing legal educational support, or providing pro bono legal services/education to the African-American community in DFW area.

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Tell us how this project will advance the other aspects of Foundation's mission.

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Estimated number of individuals impacted by the request. \_\_\_\_\_

Have you or do you intend to request funds from any other organization or funding source?

☐ Yes ☐ No

a. If so, please identify the organization(s):

\_\_\_\_\_

b. Identify the amount requested from each organization: \_\_\_\_\_

\_\_\_\_\_

c. Did your organization receive funding from these organization(s)? If so, state the amount received from each organization:

\_\_\_\_\_

\_\_\_\_\_

Are members of the J.L. Turner Legal Association officers or directors in your organization or are Foundation directors also officers or directors in your organization?

☐ Yes ☐ No

If so, please name the person and their leadership capacity within your organization:

\_\_\_\_\_

Have you suggested or discussed negative consequences to the Foundation or its Directors if the Foundation does not approve your request? ☐ Yes ☐ No

The Foundation may elect to reimburse the applicant after the event occurs. If you do not have other cash on hand which is sufficient to have the event without a pre-event advance of the funding, please check here:

☐ No, you cannot (as opposed to prefer not) have the event without advance funding.

If your request for funding is approved, please provide the following verification of expenditures to the Foundation within 30 days of the event to assist the Foundation with its audit process:

- An itemized list of expenses of the event
- Receipts for actual expenses of the event
- Photocopy of event marketing materials, agenda, or program, if available

Application prepared by \_\_\_\_\_

Applicant's Officer or Employee Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

\_\_\_\_\_  
Signature<sup>3</sup>

Qualifying organizations should **email** a MS Word version of this application and all attachments to the Foundation's treasurer and chair (go to [www.jlturnerfoundation.org](http://www.jlturnerfoundation.org) and click About Us to see current listing of board members).

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<sup>3</sup> By signing this application, the applicant acknowledges she/he has read the grant procedures.