

Lycoming Law Association

Policy for Review and Recommendation of Foundation Grant Requests by the LLA Community Activities & Outreach Committee

Purpose

It is the policy of the Lycoming Law Association (LLA) to review requests for grant funding to the Lycoming Law Association Foundation (Foundation). The LLA Community Activities & Outreach Committee (Committee) shall conduct such reviews on behalf of the LLA and make its recommendation to the Board of Directors of the Foundation consistent with the procedure(s) set forth below.

Procedure

A. Applications for Grant Funding

1. All requests for grant funding shall be submitted electronically to the Executive Director of the LLA on an application form approved by the LLA Executive Committee. The Executive Director shall forward a complete copy of all application materials electronically to the Chairperson of the Committee.
2. The Chairperson of the Committee may reject any incomplete submission. The reason for the rejection of any application pursuant to this paragraph shall be communicated to the individual or organization requesting grant funding. A corrected or fully completed grant application may be resubmitted electronically.
3. Grant applications may be submitted at any time, and will be reviewed at the next scheduled meeting of the Committee occurring at least seven days from the date that the fully completed application is received.

B. Committee Meetings

1. The Committee shall meet at least twice a year to review grant applications. Additional meetings may be called to review grant applications at the discretion of the Chairperson of the Committee.
2. Any other business before the Committee may be conducted at any meeting of the Committee.
3. Applicants for grant funding may attend committee meetings at the discretion or invitation of the Chairperson of the Committee.

C. Review of Grant Application

1. The Chairperson of the Committee shall distribute copies of all grant applications which will be reviewed at a committee meeting at least five days before such meeting. Distribution may be made by any means at the discretion of the Chairperson.
2. Each grant application shall be reviewed at a meeting of the Committee.

3. Factors the Committee shall consider include, but are not limited to:

- i. Funding criteria as established by the Lycoming Law Association Foundation or its By-Laws;
- ii. Aggregate available grant dollars as established by the Foundation;
- iii. Nexus to the law or judicial system;
- iv. Involvement of LLA members with the applicant or program to be funded;
- v. Promote the charitable work of the LLA and its members in Lycoming County;
- vi. Promote or facilitate legal services to the indigent; and
- vii. Civics education to young people in Lycoming County.

The above criteria shall be considered but are not determinative.

4. The Chairperson may request additional information or clarification from the applicant before a recommendation to the Foundation is made.

D. Referral and Recommendation to the Lycoming Law Association Foundation

1. All grant requests shall be referred to the Foundation within 30 days of the meeting of the Committee at which the application was reviewed. The Committee shall not approve or deny any fully-completed grant application.
2. Each referral to the Foundation shall be accompanied by a recommendation as to whether the grant request should be approved or denied. The recommendation may be for the full amount of money requested in the application, or any amount less than the requested amount. The recommendation of the Committee represents the position of the LLA.
3. Each recommendation to the Foundation shall be accompanied by a short report of the Committee stating the reasons therefor.
4. A majority vote of the Committee members at the meeting at which the grant application is reviewed is required to recommend a grant request to the Foundation. The Chairperson, at his or her discretion, may communicate to the Foundation that the Committee vote was less than unanimous. The individual votes of Committee members shall not be disclosed.
5. The Chairperson shall communicate to the applicant that the grant request was referred to the Foundation Board. The Chairperson may communicate to the applicant whether the Committee recommended the grant request.