PUBLIC INTEREST LAW FOUNDATION AT COLUMBIA, INC.
COMMUNITY GRANT APPLICATION 2019

The Public Interest Law Foundation (PILF) is a not-for-profit organization of law students, faculty, and alumni that raises funds to promote the practice of public interest law at Columbia Law School and across the country. Each year, through the Community Grants program, PILF awards grants to organizations committed to providing legal services to communities in need. Since its inception, PILF has awarded over $1 million to public interest legal organizations.

In selecting projects for funding, we are guided by PILF’s commitment to supporting public interest activities, including but not limited to: reforming the criminal and civil justice systems, eradicating discrimination, expanding educational and economic opportunities, improving living standards, and increasing citizen access to legal forums. PILF prefers to fund discrete projects that can be completed in a measurable time frame.

I. Criteria for Project Selection

Applicants:
All organizations performing work that benefits the public interest through the mechanism of law are eligible.

Proposals:
Proposals should be innovative, well-conceived, and practical to implement. Special consideration will be given to projects:

- Addressing issues or aiding groups that currently receive inadequate attention or representation by individuals, organizations, or government bodies;
- That are discrete and will be completed in a measurable time-frame; or
- Proposed by graduates of Columbia Law School

PILF does not fund:

- Organizations seeking general funding for standard operating expenses;
- Private practice on behalf of particular clients or any other profit-seeking activity; or
- Activities that replicate recognized governmental functions or which duplicate projects that are principally supported by governmental and other public funds

II. Award Information

Proposal Selection: PILF intends to notify grant recipients in April 2019.

Average Grant: This year, PILF will award two to four grants ranging from $5,000 to $10,000.

Grant Disbursement: Grants will be disbursed quarterly.

Evaluation Reports: Grantees are required to furnish an annual report.

III. Application Guidelines

Length: Maximum of ten (10) double-spaced typed pages, not including cover sheet and appendices.
Submissions: All applications must be emailed to PILF.grants@gmail.com in PDF format. We will confirm receipt of your application after it is received.

Deadline: Applications must be received by Saturday, March 16, 2019. Late applications will not be considered.

Additional Information: For questions please contact PILF’s Vice President of Community Grants, Kristin Johnson, at PILF.grants@gmail.com or visit our website at https://cupilf.wordpress.com/community-grants/.

IV. Application Format

Each application should include the attached cover sheet, proposal, and appendices.

Cover Sheet: Please complete the included Cover Sheet.

Proposal (maximum 10 pages):

(1) Project Description: Please provide a general description of the project that is seeking funding. This should be a brief overview (no more than 1 page) of what the project entails, how it will be run, and what it hopes to accomplish.

(2) Please address the questions below. Applicants must address each question separately in the order below.

1. What problem/need will the project address?
2. Is there a specific geographic focus or target population?
3. What other work is being done in this area; why is this project needed?
4. What specific organizations, communities, and/or individuals do you anticipate working with on the project?
5. How does this project fit with the overall strategy of your organization?
6. (Optional) Is there any additional information you think will be relevant to our decision-making process?

(3) Project Timetable: Provide a specific timetable of tasks, events, goals, and target dates for the funding year. If the project will continue for more than one year, your timetable should detail the specific portion that will be accomplished within the first year.

(4) Opportunities for Student Involvement (if applicable): Please note any opportunities your organization may be able to offer for law students at Columbia Law School to become involved in your project. This can include taking on a summer intern (funded by Columbia Law), hosting a spring break caravan, or other similar opportunities. Similarly, please note any Columbia Law School connections your organization may have.

Appendices (should be included as a PDF attachment):

(1) Proposed Project Budget: Include estimated costs for salary/wages (itemized), equipment and supplies, office space, and any additional projected expenses. If your project will extend beyond one year, please discuss your plans for obtaining continued funding.

(2) Project Funding Beyond PILF Support: If your project will require additional funding, above and beyond that requested from PILF, please describe in detail any funds that you have already received or that you foresee obtaining in the future.
(3) Organization Budget: The overall budget for the organization. This should include a list of your other sources of funding, the amounts received, and the purpose of the funding received. This helps us understand how your project fits into the organization as a whole.

(4) Non-Profit Status: If your organization or the organization with which your project will be affiliated does not have 501(c)(3) status, describe what steps you have taken or will take to acquire such status.

(5) (Optional) Letter of Support: Should you wish to supplement your application with a letter of support, you need not enclose this letter within the application itself.

(6) (Optional) Resume: If your project has a leader already designated, please include his or her resume.
(1) Name of Organization / Applicant: ________________________________

(2) Contact Person’s Name: ______________________________________
    Phone Number: ________________________________________________
    Email Address: ________________________________________________

(3) Organization Address (to which checks can be sent):
    _____________________________________________________________
    _____________________________________________________________
    _____________________________________________________________

(4) Organization Website: _________________________________________

(5) Project Title: ________________________________________________

(6) Brief Project Description (2-3 sentences):
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________

(7) Total Amount of Funding Requested: $ ___________________________