**AILA Texas/New Mexico/Oklahoma Chapter**

**GRANT FUNDING REQUEST CHECKLIST**

The AILA Texas/New Mexico/Oklahoma Chapter Grant Funding Request Application process consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

**Section I: Cover Letter (one page)**

Include the purpose of the grant request and a brief description of how funds will be used by your organization.

**Section II: Grant/Funding Request Form**

Complete the template provided herein (please feel free to attach additional pages if necessary).

**Section III: Narrative (up to four pages)**

Please provide a narrative regarding your organization those being served and basis for funding request is strongly encouraged (please see an outline of topics to be covered in the narrative below):

Narrative Topics

1. Describe the organization’s background and mission.

2. Describe the organization’s current programs; if applicable, describe how the program for which you are seeking funding fits in with other of the organization’s programs.

3. Describe the organization’s current funding sources, how long each source has been funding the organization, and what restrictions are placed on significant grants or other gifts. If obtaining outside funding faces particular roadblocks or challenges, please describe those.

4. Describe the organization’s governance structure, and attach:

• The organization’s bylaws

• A list of all current board members, or similar leadership positions

• Compensation of any kind paid to board members and an explanation for the organization’s decision to compensate board members, if applicable.

5. Describe the organization’s staffing and volunteer structure, including supervision and fields of responsibility; attach your most current organization chart.

6. Describe your organization’s methods for determining salaries, benefits and raises; indicate how your staff’s salaries compare to market rates for similar positions; and describe your methods for determine wage equality among workers based on sex and race/ethnicity.

7. Describe the organization’s definition of low-income, how it determines if an applicant for legal services qualifies, how any sliding scale is calculated and applied, and under what circumstances the organization provides legal services for applicants who do not qualify as low-income. Provide the following statistics:

• Number of applicants for legal services per year

• Number provided services

• Number declined for failure to meet low-income standards

• Number declined or terminated for failure to pay the fees charged

• Number declined or terminated due to the legal complexity of the case

8. Explain how outside referrals to attorneys or law firms are made, if there is a list of referrals, how the list is created, if and how attorneys/firms are removed from the list, and any mechanism by which referred-out cases are followed up on.

9. Identify any past or present staff or volunteer for the organization who has provided legal services and who has been disciplined or reprimanded by the Texas State Bar Association, or any other body which enforces professional standards for legal practices, whether as attorneys or in any other legal capacity, and whether the actions subject to discipline were performed for the organization or otherwise. Describe the organization’s response to any such disciplinary matters.

**Section IV: Attachments**

In order to complete your grant request, you must submit any or all of the following attachments in order to provide a full view of your organization’s viability:

Financial Attachments

1. Organization budget

2. Year-end financial statements, audit and sources of income table

3. Major contributors

4. In-kind contributions

Other Attachments

1. Proof of IRS federal tax-exempt status, dated within the last five years and a complete copy of your most recent IRS Form 990, including all schedules
2. Annual report or independent audit, if available; evaluation results (optional); the organization’s most recent evaluation results, relevant to this request
3. Proof that the organization has been recognized as a nonprofit religious, charitable, social service, or similar organization by the Board of Immigration Appeals under 8 C.F.R. § 292.2 or § 1292.2.
4. A list of all representatives providing services for the organization who have been accredited by the Board of Immigration Appeals under 8 C.F.R. § 292.2 or § 1292.2.
5. The organization’s non-discrimination policy.
6. A list of the organization’s affiliations in the community, with a description of the nature of the most important affiliations.

Timeline/Deadlines: a completed application and all supporting documentation must be received by the AILA Texas/New Mexico/Oklahoma Chapter Donations Committee *no later than* February 17, 2017 (or first Monday, February 1st falls on a weekend) for the year funding is requested. The Grant/Funding Request will be reviewed and considered by the *Donations Committee* before being forwarded for a decision by the AILA Texas/New Mexico/Oklahoma Chapter at the AILA-Texas Spring Conference.

Address\* for submission of the Grant/Funding Request:

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\* E-mail submissions are strongly recommended.