

Grantmaking Guidelines and Grant Application Packet 2021

Introduction

The Philadelphia Bar Foundation is dedicated to promoting a Philadelphia community in which everyone has equal access to justice. Through programs, grants, and partnerships, the Bar Foundation removes barriers to justice, engages the community in support of civil legal aid, and builds system-wide capacity in order to strengthen the provision of quality legal services and to ensure that all individuals understand their rights to equal justice under law.

The Bar Foundation believes:

- that all people should have equal access to justice and the right to legal representation;
- in a just and fair society, when we work to provide an equitable and inclusive playing field, we make our legal system fairer;
- that it is our responsibility to advocate for equal access to justice, to drive change to enhance the provision of high-quality legal services to underserved communities;
- in recognizing, supporting, and celebrating the efforts of partners and collaborators who further these principles; the whole is bigger than the sum of its parts; and
- in amplifying the unique value that the Philadelphia Legal Aid community provides.

Grants are a fundamental part of the Bar Foundation's comprehensive access to justice work. Grants are awarded in support of the following: 1) General Operations; and 2) Special Projects.

Types of Financial Assistance Provided

General Operating Support: The Bar Foundation prides itself on providing unrestricted operating funds to nonprofits providing free or low-cost civil legal services via staff-based legal assistance, or to agencies that recruit, train, and support volunteer attorneys, or to agencies whose work promotes equal access to justice by providing education on matters in the public interest. By providing general operating support, the Bar Foundation enables these organizations to pursue an array of strategies in order to best fulfill their missions.

Project Support: The Bar Foundation also grants funds for specific projects that (1) address emerging issues; (2) address gaps in the legal aid delivery system; or (3) uniquely promote access to justice.

General Conditions

As a fundraising as well as a grantmaking Foundation, the Bar Foundation's funding is limited. Applicants are encouraged to submit reasonable requests in accordance with the Bar Foundation's grantmaking guidelines. The Bar Foundation provides no guarantee that any particular organization will receive funding. The Foundation reserves the right to reject any and all proposals, in whole or in part, at any time, in its sole discretion. All materials submitted to the Bar Foundation become the property of the Foundation and will not be returned.

Agencies that receive grants are responsible for the proper expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices. The Bar Foundation must be notified of any significant changes in a grantee's financial condition, mission, structure or personnel (especially management staff) during the grant period.

The Bar Foundation currently does not make multi-year grants.

Grant Application Guidelines

1. Timeline:

- Grant Applications must be received by the Philadelphia Bar Foundation by **June 30, 2021**.
- Twenty-minute video interviews with each applicant agency will be scheduled between July and October 2021.
- Funding decisions and grants will be made in December 2021.

2. Eligibility

- The applicant must qualify as a tax-exempt non-profit organization pursuant to Section 501(c)(3) of the Internal Revenue Code.
- Eligible applicants will be assessed pursuant to the Grantmaking Factors set forth below.

3. Grantmaking Factors

General guidance: The Bar Foundation places a high priority on applicants providing direct delivery of legal services to residents of Philadelphia. In addition, the Bar Foundation places a high priority on organizations who design their service delivery through consultations with the individuals/groups whom they are aiming to serve.

Grantmaking factors include:

- Does the applicant advance the Bar Foundation's mission to promote equal access to justice by removing barriers to justice and ensuring that all individuals understand their rights to equal justice under the law?

- Does the applicant provide free or low-cost civil legal information, advice and/or representation to low-income members of the community on issues affecting their clients' lives in areas such as housing, family, immigration, domestic violence, employment and benefits, health, education, child welfare, or any form of discrimination?
- Does the applicant provide other services that advance the public interest through the legal process?

Is the applicant effective? Among possible measures of effectiveness are:

- Achieves measurable results, e.g., increased number of constituents, successful client outcomes based on specific metrics, high satisfaction ratings in client surveys, increased pro bono participation, public policy changes, legislative victories, etc.;
- Pursues an array of strategies and programs to advance its mission;
- Has a demonstrated reputation for substantive excellence;
- Produces seminal publications;
- Coordinates services with related organizations including law school clinical programs.

Is the applicant well-managed?

- Has developed and implemented effective criteria to measure its operational and programmatic success;
- Has a strategic plan/business plan;
- Has submitted IRS 990 forms in a timely manner;
- Has a strong, supportive, engaged board;
- Has a development plan that is organized and diversified;
- Has sound financial reports;
- Has a highly qualified staff.

Grant Application Cover Page 2021

Applicant's Information:

Legal Name of Organization

Project Name (if different)

Legal Address

Legal Address 2

Website

Contact Person for Grant:

Name/Title

Email and Phone Number

Executive Director:

Name/Title

Email and Phone Number

Annual Agency Budget:

If Applicable, Project Budget:

Agency Fiscal Year Begins/Ends:

2021 Grant Amount Requested:

I certify that our IRS determination letter, a copy of which was previously provided and which states we are tax-exempt, is still in effect.

Signature of Executive Director

Date

PHILADELPHIA BAR FOUNDATION

1101 Market Street 11th Floor
Philadelphia, PA 19107-2955

P. 215.238.6337
F. 215.238.1559

info@philabarfoundation.org
www.philabarfoundation.org

The Philadelphia Bar Foundation is registered as a 501(c)(3) nonprofit organization. Contributions to the Philadelphia Bar Foundation are tax-deductible to the extent permitted by law. The official registration and financial information of the Philadelphia Bar Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.

Organization Data Sheet

Eligibility Guidelines:

Briefly describe any income guidelines used to determine eligibility for your services (including whether these guidelines are dictated by other funding sources):

Financial Information:

Please attach the following items:

1. A statement of income and expenses from last fiscal year, including, if available a copy of the organization's most recent audit – or a link thereto if it's posted on the website.
2. The most recent IRS Form 990 as submitted.
3. Please provide a detailed budget showing expected income and expenses for the current fiscal year.
4. We have been requested, by the Delivery of Legal Services Committee of the Philadelphia Bar Association, to collect and curate staffing and salary information (that will be anonymized) to share with the entire legal aid community. To assist us in this endeavor, please include a separate breakdown of salaries and benefits for the agency's staff including the following positions: (please supply in Excel)
 - a. Executive Director
 - b. Staff Attorneys
 - c. Paralegals
 - d. Finance / Accounting / Bookkeeping
 - e. Operations
 - f. Development / Fundraising
 - g. Communications / Marketing / Event
 - h. Human Resources
 - i. Social Workers
 - j. Translators / Other Specific Expertise
 - k. Volunteer Coordinators
 - l. Administrative / Office Support
 - m. Other (not included in list above)

Other Metrics:

We are interested in the volume and subject matter of your work. If you provide these metrics to other funders and have it available, we invite you to submit it with your grant application. (Not required.)

Attachment A – Law Firm Donations:

Please list all donations received from law firms in 2019 and 2020, including event sponsorships, fellowships, or other restricted donations. Law firm names are listed below in alphabetical order. Please add rows as necessary.

Law Firm Name	2019 Donation	2019 Sponsorships or other Restricted Donations	2020 Donations	2020 Sponsorships or other Restricted Donations
Abrams and Ingersoll LLP				
ADR Options, Inc.				
Ahmad Zaffarese LLC				
Akin Gump Strauss Hauer & Feld LLP				
Alva & Shuttleworth, LLC				
Archer & Greiner P.C.				
Donovan Axler, LLC				
Badey, Sloan and DiGenova P.C.				
BakerHostletler				
Ballard Spahr LLP				
Bazelon Less & Feldman PC				
The Beasley Firm, LLC				
Berger & Montague, P.C				
Berner Klaw & Watson LLP				
Blank Rome LLP				
Bochetto & Lentz, P.C.				
Law Offices of Paul Boni, P.C.				
Boni, Zack & Snyder LLC				
Borghese Law Firm LLC				
Britt, Hankins & Moughan				
Brookman, Rosenberg, Brown & Sandler				
Buchanan Ingersoll & Rooney, PC				
Caesar, Rivise, Bernstein, Cohen & Pokotilow, Ltd.				
Caroselli, Beachler, & Coleman, L.L.C.				

Chimicles, Schwartz Kriner & Donaldson-Smith LLP				
Christie, Pabarue, Mortensen and Young, PC				
Ciardi Ciardi & Astin				
Clark Hill PLC				
Law Offices of Lenard A. Cohen, PC				
Cohen, Placitella & Roth PC				
Conrad O'Brien PC				
Console Mattiaci Law, LLC				
Cozen O'Connor				
Dechert LLP				
DeFino Law Associates, P.C.				
Dilworth Paxson LLP				
DLA Piper				
DLA Piper LLP (US)				
Duane Morris LLP				
Duffy + Partners				
Eckert Seamans Cherin & Mellott, LLC				
Eisenberg, Rothweiler, Winkler, Eisenberg and Jeck, P.C.				
Emmanuel Law Firm, LLC				
The Ezold Law Firm, P.C.				
Faegre Drinker Biddle & Reath LLP				
Faruqi & Faruqi, LLP				
Feldman Shepherd Wohlgerlenter Tanner Weinstock Dodig LLP				
Fine, Kaplan and Black, R.P.C.				
Fineman Krekstein & Harris P.C.				
Flaster Greenberg PC				
Flitter Milz, P.C.				
Fox Rothschild LLP				
Freeman Law Firm, LLC				
The Fullam Firm, P.C.				
Galfand Berger LLP				
Gay & Chacker, P.C.				
Law Offices of Alexander Giacobetti				
Gibbons P.C.				
Goldberg Miller & Rubin, P.C.				
Golomb & Honik, PC				
Gould Yaffe & Golden				
Greenberg Traurig, LLP				

PHILADELPHIA BAR FOUNDATION

1101 Market Street 11th Floor
Philadelphia, PA 19107-2955

P. 215.238.6337
F. 215.238.1559

info@philabarfoundation.org
www.philabarfoundation.org

The Philadelphia Bar Foundation is registered as a 501(c)(3) nonprofit organization. Contributions to the Philadelphia Bar Foundation are tax-deductible to the extent permitted by law. The official registration and financial information of the Philadelphia Bar Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.

Law Offices of Judy Greenwood, P.C.				
Griesing Law LLC				
Law Offices, Bernard M. Gross, P.C.				
Haggerty, Goldberg, Schleifer & Kupersmith, P.C.				
Hangley Aronchick Segal Pudlin & Schiller				
Harkins Cunningham LLP				
The Law Firm of Harper & Paul				
Harrington & Caldwell PC				
Hofstein Weiner & Meyer, P.C.				
Hogan Lovells US LLP				
Law Offices of Thomas More Holland				
Hoyle, Fickler, Herschel & Mathes LLP				
Jacoby Donner, P.C.				
Josel & Feenane, P.C.				
Kairys, Rudovsky, Messing & Feinberg LLP				
Kessler Topaz Meltzer & Check, LLP				
Klasko Immigration Law Partners, LLP				
Klehr Harrison Harvey Branzburg LLP				
Kleinbard LLC				
Kline & Specter, P.C.				
Kohn, Swift & Graf, P.C.				
Kovler & Rush, P.C.				
Donald A. Krain Attorney				
Lamb McErlane PC				
Langer, Grogan & Diver P.C.				
Langsam Stevens Silver & Hollaender LLP				
Lavin, Cedrone, Boyd & DiSipio				
Leventhal Sutton & Gornstein				
Levin, Sedran & Berman				
The Law Office of Michael D. LiPuma				
Littler Mendelson P.C.				
Law Offices of Arline Jolles Lotman				
Malone LLC				
Margolis Edelstein				
Markowitz & Richman				
Marshall Dennehey Warner Coleman & Goggin, P.C.				
Martin Law				
Maschmeyer Karalis PC				
McAndrews Law Offices, P.C.				

PHILADELPHIA BAR FOUNDATION1101 Market Street 11th Floor
Philadelphia, PA 19107-2955P. 215.238.6337
F. 215.238.1559info@philabarfoundation.org
www.philabarfoundation.org

The Philadelphia Bar Foundation is registered as a 501(c)(3) nonprofit organization. Contributions to the Philadelphia Bar Foundation are tax-deductible to the extent permitted by law. The official registration and financial information of the Philadelphia Bar Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.

McCann & Wall, P.C.				
McCarter & English, LLP				
McCausland & McCausland LLC				
McLaughlin & Lauricella, P.C.				
McMonagle, Perri, McHugh, Mischak & Davis				
McNees Wallace & Nurick LLC				
Law Offices of John S. McVeigh, P.C.				
Messa & Associates, P.C.				
Metzger & Kleiner				
Montgomery McCracken Walker & Rhoads LLP				
Morgan, Lewis & Bockius LLP				
Nass Cancelliere				
NastLaw LLC				
Obermayer Rebman Maxwell & Hippel LLP				
Ogletree, Deakins, Nash, Smoak & Stewart, P.C.				
Panitch Schwarze Belisario & Nadel LLP				
Pansini Law Group				
Pinnola & Bomstein				
Post & Schell, P.C.				
Prickett, Jones & Elliott, P.A.				
Raynes Lawn Hehmeyer				
Reed Smith LLP				
Rosen, Schafer & DiMeo LLP				
Ross Feller Casey, LLP				
Sacchetta & Baldino				
Law Office of Jeffrey S. Saltz, P.C.				
Saltz Mongeluzzi Barrett & Bendesky, PC				
Sandals & Associates, P.C.				
Saul Ewing Arnstein & Lehr LLP				
Schnader Harrison Segal & Lewis LLP				
Segal McCambridge Singer & Mahoney, Ltd.				
Sheller, P.C.				
Shrager & Sachs				
Shulick Law				
Sidkoff, Pincus & Green P.C.				
Sidney L. Gold & Associates, P.C.				
Law Offices of Daniel J. Siegel, LLC				
Soloff & Zervanos, P.C.				
Solomon, Sherman & Gabay				

PHILADELPHIA BAR FOUNDATION1101 Market Street 11th Floor
Philadelphia, PA 19107-2955P. 215.238.6337
F. 215.238.1559info@philabarfoundation.org
www.philabarfoundation.org

The Philadelphia Bar Foundation is registered as a 501(c)(3) nonprofit organization. Contributions to the Philadelphia Bar Foundation are tax-deductible to the extent permitted by law. The official registration and financial information of the Philadelphia Bar Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.

Spear Greenfield				
Spector Gadon & Rosen, P.C.				
Stevens & Lee				
Stradley Ronon Stevens & Young, LLP				
Stuart Leon Law Office				
Swartz Campbell LLC				
Tactix Real Estate Advisors, LLC				
Teeters Harvey Marrone & Kaier LLP				
Law Offices of Thalheimer & Palumbo P.C.				
Troutman Pepper Hamilton Sanders LLP				
Tucker Law Group, LLC				
Villari, Brandes & Giannone P.C.				
Volpe and Koenig, P.C.				
Wapner Newman				
Weber Gallagher Simpson Stapleton Fires & Newby LLP				
The Weinstein Firm, LLC				
Weir & Partners LLP				
Weiser Law Firm P.C.				
Welsh & Recker				
Wetzel Gagliardi & Fetter LLC				
White and Williams LLP				
Willig, Williams & Davidson				
Wilson Elser Moskowitz Edelman & Dicker LLP				
Law Office of Rhonda Hill Wilson, P.C.				
Winebrake & Santillo, LLC				
Winston Law Firm, LLC				
Wisler Pearlstine, LLP				
Young Conaway Stargatt & Taylor, LLP				
Zarwin Baum DeVito Kaplan Schaer & Toddy, P.C.				
Other Firms not listed above:				

PHILADELPHIA BAR FOUNDATION1101 Market Street 11th Floor
Philadelphia, PA 19107-2955P. 215.238.6337
F. 215.238.1559info@philabarfoundation.org
www.philabarfoundation.org

The Philadelphia Bar Foundation is registered as a 501(c)(3) nonprofit organization. Contributions to the Philadelphia Bar Foundation are tax-deductible to the extent permitted by law. The official registration and financial information of the Philadelphia Bar Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.

Attachment B – Request for Additional Information:

The Bar Foundation wants to help communicate the impact of continuing cuts in funding on the sector.

Please check the boxes below if you receive funds from these sources:

LSC Funds

IOLTA Funds

If your agency has sustained cuts in the last fiscal year, please list what funding source(s) decreased (e.g., Regional/National/Family Foundations, LSC, IOLTA or other sources), and briefly describe the effect of the decrease(s) in funding (e.g., degradation in capacity to provide services, lay-offs, postponement of programs, etc.).

Decreases:

Conversely, if there are new sources of funding that have boosted your resources, please indicate the source(s), amount(s), and any conditions concerning those funds.

New (or enhanced) Revenue Sources:

In an effort to improve our ability to center racial equity in our grantmaking, we are requesting the following demographic information.

1. How does the demographic composition of your board, executive team, and key staff members reflect the populations your organization serves (such as racial and ethnic identity, gender, and other demographics relevant for your organization)?

2. Do you involve the client population in the design and delivery of your services? If so, briefly explain how or why not.

Enhancing collaboration:

Please list any collaborations with area law school clinical programs, hospitals, community organizations, social service agencies, other legal aid nonprofits or other relevant partners.

Pro Bono Information in 2020:

Pro Bono Attorneys: _____

Pro Bono Cases: _____

Pro Bono Clients: _____

Pro Bono Legal Hours (approx.): _____

Grant Application Checklist

Please submit your Grant Application via email to jhilburnholmes@philabarfoundation.org no later than **June 30, 2021** with the subject line: 2021 PBF Grant Application.

1. Grant Application Cover Page.
2. Organization Data Sheet
3. Financial Information
 - A statement of income and expenses from last fiscal year.
 - The most recent audit.
 - The most recent IRS Form 990 as submitted.
 - A detailed budget for the current fiscal year showing expected income and expenses with a breakdown for salaries and benefits, and detailing salary information for the agency's staff including the following positions:
 - Executive Director
 - Staff Attorneys
 - Paralegals
 - Finance / Accounting / Bookkeeping
 - Operations
 - Development / Fundraising
 - Communications / Marketing / Event
 - Human Resources
 - Social Workers
 - Translators / Other Specific Expertise
 - Volunteer Coordinators
 - Administrative / Office Support
 - Other (not included in list above)
4. Attachment A — Law Firm Donations
5. Attachment B — Request for Additional Information.

For more information regarding the Philadelphia Bar Foundation's grant application guidelines and grantmaking process, contact Jessica R. Hilburn-Holmes, Executive Director at (215) 238-6347, or jhilburnholmes@philabarfoundation.org.