

AMERICAN ACADEMY OF MATRIMONIAL LAWYERS OHIO CHAPTER

ELIGIBLE APPLICANTS

To be eligible to apply for funds from the American Academy of Matrimonial Lawyers Ohio Chapter, an applicant must:

1. Be a U.S.-based organization that has received a determination letter (which is in effect during the application process) from the Internal Revenue Service that it qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code; and/or
2. Be able to demonstrate that the proposed project for which the funds will be used qualifies as an activity in which a Section 501 (c)(3) organization is permitted to engage; and
3. Be an individual or Individuals who provide research and/or education involving issues pertinent to family law.

AAML OHIO CHAPTER FUNDING POLICIES GUIDELINES

Grant awards will not be made to:

1. Organizations whose primary mission is lobbying for or dissemination of religious or political views;
2. Political organizations or campaigns;
3. Endowment funds or campaigns;
4. Scholarship funds or campaigns; or
5. Lawyers or law firms in private practice.

As a general rule, the Ohio Chapter will give priority to projects which are either initiated and completed within the grant year or receive funding from other sources after the Ohio Chapter provides assistance for initial start-up funds. Also, a grant awarded to an approved applicant will ordinarily not exceed \$5,000 and not exceed a 12-month budget period.

The grant award monies ordinarily will be disbursed to an approved applicant in the calendar year in which the application is submitted.

APPLICATION SUBMISSION REQUIREMENTS

The completed application, signed by the properly authorized officials of the applicant, and accompanied by the required documents listed below, must be received by the American Academy of Matrimonial Lawyers Ohio Chapter either by mail or email no later than March 31st of the year in which the application is submitted. If submitting by email, the application, formatted as a PDF file, with the required documents should be emailed to cmurway@taftlaw.com.

The applicant's proposal **MUST**: (1) respond to all questions set forth in the "Project Narrative"; and (2) contain all data required by the application, or it may be deemed incomplete and ineligible for consideration. The applicant is

encouraged to provide as much detail as appropriate to assist the Ohio Chapter in making its grant award decisions.

Documents which must be included in the application are:

1. Signed grant application face-sheet;
2. Completed project narrative sheets;
3. Proposed project budget sheet; and
4. Tax status letter and Federal Tax I.D. number.

APPLICATION DEADLINE

The completed application with required documents must be received by the Ohio Chapter no later than 5:00 p.m., April 15th of the year in which the grant is submitted.

An application received after the deadline will not be considered.

An electronic copy, formatted as a PDF file, with required documents, should be emailed to cmurway@taftlaw.com.

An original application, with required documents, should be mailed to:

American Academy of Matrimonial Lawyers Ohio Chapter
Attn: Carl A. Murway
Taft Stettinius & Hollister LLP
200 Public Square Suite 3500
Cleveland, Ohio 44114-2302
(216) 706-3897

For information or clarification contact:

Carl A. Murway
Taft Stettinius & Hollister LLP
200 Public Square Suite 3500
Cleveland, Ohio 44114-2302
(216) 706-3897

Thank you for your interest.

**AMERICAN ACADEMY OF MATRIMONIAL LAWYERS
OHIO CHAPTER**

GRANT APPLICATION FACESHEET

NAME OF APPLICANT: _

ADDRESS:

CITY: STATE: ZIP:

TELEPHONE NUMBER: (_____) _____

EMAIL: _____

FEDERAL TAX ID / EIN: _____

GRANT REQUEST FOR CALENDAR YEAR: _____

AMOUNT: \$ _____

PROJECT TITLE: _____

PROVIDE A SHORT SUMMARY OF THE PROJECT:

If funds are awarded by the Ohio Chapter, the applicant agrees to accept the funds with all of the terms, conditions and assurances appearing on the next page of this form.

Authorized Organization Official
and/or Project Director

Name:

Title:

Signature:

AMERICAN ACADEMY OF MATRIMONIAL LAWYERS OHIO CHAPTER

CONDITIONS AND ASSURANCES

The applicant understands that by accepting funds awarded pursuant to this application, it assents to:

1. Restrict the use of Ohio Chapter funds to activities permitted by organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code;
2. Not discriminate, on the basis of race, color, religion, sex, age, handicap, or national origin, against: (a) any person applying for employment or employed by the grantee with respect to any personnel action proposed or taken concerning an applicant or employee; or (b) any person seeking participation in, or the benefits or proceeds of, the program or programs in whole or part by this grant;
3. Provide the Ohio Chapter with adequate narrative reports and financial accountings for the expenditure of the grant funds by submission of a:
 - a. A progress report in the year the grant is made; and
 - b. A final report no later than December 31st of the year in which the grant is made.
4. Use funds awarded under this grant solely for purposes described in the grant proposal, subject to any modification or restrictions directed or approved by the Ohio Chapter.
5. Allow, at the discretion of the Ohio Chapter, an on-site visit from Ohio Chapter personnel to observe the project, discuss the project with personnel, and review financial and other records and materials connected with the activities financed by this grant.
6. Bind any delegate agency or organization that undertakes responsibility for any part of the approved project by these Conditions and Assurances.
7. Follow the Ohio Chapter's directions with respect to the use or disposition of AAMLF fund balances if: (a) this grant is terminated by the Ohio Chapter before its expiration date due to its noncompliance with grant requirements; (b) the applicant ceases operation; or (c) the grant award period expires.

**AMERICAN ACADEMY OF MATRIMONIAL LAWYERS
OHIO CHAPTER**

NAME OF GRANT APPLICANT:

PROJECT NARRATIVE

1. INTRODUCTION:

Describe your organization, its history and purpose.

2. GOALS OR NEEDS STATEMENT:

- a. Explain the motivation of the proposed project using statistics or supported concerns.
- b. Define the need for the proposed project and the specific area and/or population to be served.
- c. Explain the potential adverse impact if the proposed project is not implemented.

**AMERICAN ACADEMY OF MATRIMONIAL LAWYERS
OHIO CHAPTER**

NAME OF GRANT APPLICANT: _____

PROJECT NARRATIVE - Continued

3. PROJECT OBJECTIVE:

a. Describe the objective(s) of the project.

b. In measurable terms, how do you expect to meet your objective?

c. If applicable, describe how the project is innovative.

4. METHODS:

a. Describe the activities to be initiated to achieve the desired objective, the responsible parties, the timetable of activities, and justify all items listed on the "Proposed Project Budget" form.

**AMERICAN ACADEMY OF MATRIMONIAL LAWYERS
OHIO CHAPTER**

NAME OF GRANT APPLICANT: _____

PROJECT NARRATIVE - Continued

- b. Explain the relationship of this initiative to existing projects which provide similar services.

5. FUTURE FUNDING:

- a. Describe your efforts to obtain funding and other community support for this project.

- b. Describe your future plans to continue this initiative and to fund the costs of this project.

6. TAX STATUS:

- a. Describe the organization/agency's organizational tax status. _____

- b. If applicant is not a recognized tax-exempt organization, describe its charitable purposes.

- c. Attach a copy of the most recent letter from the Internal Revenue Service determining tax status.
