

# **The Roanoke Law Foundation 2025 Grant Application**



## **MISSION STATEMENT**

The Roanoke Law Foundation serves as the public service and philanthropic arm of the Roanoke Bar Association for the purpose of supporting, improving and facilitating the administration of justice; and providing and support law-related education. This mission is to be accomplished by raising funds to provide grants and other financial assistance to individuals and other organizations to support law-related educational activities, and to provide scholarships for potential future attorneys; and by providing public service in support of this mission.

## **PURPOSES**

The Foundation is organized and shall be operated exclusively to improve and facilitate the administration of justice, to promote the diffusion of knowledge of the law and to affect such other educational and charitable purposes as the Trustees shall from time to time determine. No part of the earnings of the Foundation shall inure to the benefit of any private individual, and no part of the activities of the Foundation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, or of participating or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

The RLF currently maintains a fund offering annual grants to support its charitable purposes.

Eligible recipients for all grants shall be established non-profit 501(c)(3) organizations serving the RLF area. Applications requesting funding for salaries will not be considered. Organizations currently receiving a RLF grant are eligible to apply. The RLF reserves the right to fully or partially fund a grant request.

**Application Deadline:**

March 31, 2025 – Application must be received in its entirety on or before this date.

**Grant Application:****Requirements:**

Grants require the items enumerated below. The RLF reserves the right to ask for additional information pertaining to a grant application.

1. Application received by the RLF on or before the deadline.
2. Should adhere to the purpose of the grant outlined in question 7b.
3. Answer all questions a through d on the grant application (see question 7).
4. Provide one copy:
  - a. Cover page with agency name, contact name, address, phone number, email, website, and Federal Tax ID Number.
  - b. Most current audit or financial statement
  - c. Board of Directors roster with name, address, phone number, and employer
  - d. Proof of 501(c)(3) status
5. Applicant serves the RLF Area.
6. If any materials are missing from the grant application, the application may be eliminated from consideration for the grant.

**Additional Requirements:**

7. Applicants must include specific answers to the following questions. Please reproduce the question and question number on your application (7a, 7b, etc.).
  - a. Describe your agency
  - b. Outline the item or project for which you are requesting funds.
  - c. How much are you requesting from the RLF? Provide an itemized list detailing the proposed expenditures.
  - d. What outcomes do you plan to accomplish with this funding? How do you plan to quantify or measure the impact of this grant?

8. Submit an **electronic version** of the Grant application in the following format to [rba@roanokebar.com](mailto:rba@roanokebar.com)

- a. Double spaced, 10-point Arial font, limit of six (6) pages (not including budget or items requested in 4a-d), in PDF format.

Upon approval of the grant, and before dispersal, a written contract will be signed by the RLF Chairman and the Grantee outlining:

- a. Amount of Grant,
- b. Purpose,
- c. Period Covered,
- d. Reporting Timetable, and
- e. Record Keeping Requirements

For questions and to submit applications, email [rba@roanokebar.com](mailto:rba@roanokebar.com)