



South Carolina Bar
Law Related Education Division
Application Packet for... **2008/2009**

Law Related Education School Grants

INTRODUCTION

The South Carolina Bar Law Related Education Committee has as a priority the introduction and strengthening of law related education within the curricula of South Carolina's public and private schools. As part of this effort, the committee is pleased to announce the availability of grants for implementation or expansion of law related education programs in South Carolina schools *pending funding approval*.

GOALS OF THE PROGRAM

Goals of the grant program are implementation or expansion of law related education programs in South Carolina schools to include mock trial, youth court, *We the People: The Citizen and the Constitution*, *We the People: Project Citizen*, *Community Works*, *Street Law*, and/or *Foundations of Democracy*. The grants are distributed based on a school's individual needs and proposed activities up to \$10,000. The SC Bar Law Related Education Division is asking that interested teachers and principals give careful consideration to the purpose of and activities in their grant proposals.

The LRE Committee does not have a "model" project in mind. The grant can include implementing or expanding of one law related education program or a combination of several law related education programs.

These grants can be applied toward any aspect for a law related education program to include:

- Materials for classroom,
- Transportation to and from school practices and/or competitions,
- Lodging at competitions at an approved government rate,
- Necessities for attending a competition,
- Meals for rehearsals and/or competitions,
- Video equipment to film debates/rehearsals,
- Field trips to law related education venues,
- Substitute teacher pay,
- Stipends for teachers, and
- Hardware such as computers, laptops, printers and audio visual equipment.

SELECTION PROCESS

- Step 1:** All applications are due no later than March 20, 2008 by 3:00 pm. Shortly thereafter, the LRE Committee will review all applications and select as many projects as funds permit.
- Step 2:** Written notification of application status will be mailed May 30, 2008. For those that have been approved, a check for the amount awarded will not be distributed until the grant begins effective July 1, 2008
- Step 3:** Upon acceptance of the funds for the project outlined in the application, all grant recipients will be required to file a mid-year and a final report. The mid-year report will be due December 15, 2008, and the final year report and audit will be due May 15, 2009. All grant recipients are also required to be willing to participate in on-site monitoring.

If the following components are a part of your proposed project, you must find an alternative funding source:

- Vehicle Purchases
- Construction or Renovation
- Salaries and/or Benefits
- Lobbying
- Rental of any Equipment, Furniture, etc.

GRANT FORMAT

When designing your project and writing the grant, please keep the following information in mind:

1. Design your grant project in steps or phases so that partial funding will still enable you to proceed.
2. "In-kind" funding indicates that you are not relying on the grant as the sole support of your project. It also indicates the cooperation of your school administration in the implementation and success of your project. "In-kind" funding includes (1) actual dollars from the school, (2) volunteer help from other teachers, parents, etc., or (3) donations from local businesses.
3. If your grant application includes a request for funding to purchase books or materials, you must provide a weblink and a description of the chosen material(s). This allows the committee to be sure that the grant applicant actually needs the material and is familiar with what is being ordered.
4. There is no prohibition against more than one grant application from one entity; however, there is a maximum of \$10,000 that may be awarded to any one school in any one grant cycle. Lobbying of any kind to the SC Bar Law Related Education staff or SC Bar Law Related Education Committee is not permitted and will result in the automatic dismissal of your grant application.
5. As a part of the grant process, a written report on the success, involvement of students, other faculty and/or administrators, materials purchased or made and lesson plans developed, along with an itemized list of expenditures is required. This information is due to the LRE Division of the South Carolina Bar by December 15, 2008 (mid-year report) and May 15, 2009 (final year report).




GRANT POLICIES

1. **GENERAL REQUIREMENTS:** Applicants must:
 - (a) Submit a written grant proposal pursuant to the guidelines and by the established due date;
 - (b) Respond adequately to any additional requests for information;
 - (c) Carry out the program for which funds are requested, report on progress and results and promptly return any grant funds including interest earned thereon which are not utilized in accordance with the grant;
 - (d) Cooperate with data collection and evaluation activities as requested by the SC Bar; and
 - (e) Submit financial statements required by the grant agreement.
2. **PURPOSES:**
 - (a) To implement law-related education to the public in South Carolina; and
 - (b) To expand law-related education to the public in South Carolina.
3. **FUNDING PRIORITIES:** (not listed in order of importance)
 - (a) **DEVELOPING PILOT PROJECTS:** The SC Bar encourages applications for the implementation of LRE programs, expansion of existing LRE programs and demonstration or “best practices” projects which may become financially self-sustaining within one year and serve as models for other organizations and groups.
 - (b) **INELIGIBLE FUNDING CATEGORIES:** The SC Bar will not award grant funds for grants to individuals, political campaigns, capital campaigns or endowment campaigns.
4. **PERCENTAGE ALLOCATION OF SC BAR FUNDS:** No percentage of SC Bar funds has been earmarked for any particular purpose or program eligible for grants, nor has any percentage of the funds been earmarked for distribution geographically.
5. **EQUIPMENT:** Any equipment purchased with grant funds must remain property of the grantee applicant’s school until its useful life is exhausted. Upon purchase of any equipment; make, model, serial number and value must be worked with the SC Bar Law Related Education Division and the school. (Equipment is defined as any electronic device that has a serial number.)
6. **GENERAL CONDITIONS:**
 - (a) Grant applications should be made for no more than an 11-month budget period. There is no assurance of funding in subsequent grant cycles.
 - (b) Grant applicants agree to reasonable on-site evaluations by the SC Bar, staff or independent evaluators selected by the SC Bar.
 - (c) While grant applications are being reviewed and evaluated, applicants will refrain from lobbying or otherwise attempting to influence members of the SC Bar Law Related Education Division or Committee members.
 - (d) The SC Bar may reject any and all grant applications and award less than the total amount of SC Bar funds available, or award no funds.
 - (e) Grantee agrees to acknowledge the South Carolina Law Related Education Division as a funder in program related materials. Appropriate acknowledgment includes reproduction of the South Carolina Bar Law Related Education logo that is made available via CD. The logo should be included in newsletters, publications, advertisements, press releases, studies, reports or other documentation of programs sponsored in whole or in part by SC Bar grant funds. The grantee further agrees to provide copies of all such documents to the SC Bar upon publication.




7. **GRANT DEADLINE:** All applications must be received in the SC Bar Law Related Education Division by 3:00 p.m. on the application deadline, **THURSDAY, MARCH 20, 2008.**
8. **SPECIFIC CONDITIONS:** Other specific grant conditions are contained on the SC Bar application forms and in the grant agreement.

PROCEDURE FOR SUBMITTING APPLICATIONS

1. Please submit one original (3-hole punched) of the following:

-  Cover Sheet
-  Signed Grant Agreement
-  Required Narrative

2. For all submissions, please use the following guidelines:

-  8 ½ x 11" paper
-  12 point font
-  No less than a 1-inch margin

3. The original application must include an original signature of the grantee and a person who has authority to bind the organization to the proposed obligations established by the SC Bar, such as the school principal.

4. The grant application can be submitted in-person, US Mail, Fed-Ex, or UPS.

Regular Postal Service

Krystina Ludlow
SC Bar Law Related Education Division
IOLTA Grant Application
Post Office Box 608
Columbia, SC 29202-0608

Mail Delivery/Overnight Mail/Courier

Krystina Ludlow
SC Bar Law Related Education Division
IOLTA Grant Application
950 Taylor Street; Third Floor
Columbia, SC 29201

Applications must be received in the SC Bar Law Related Education Division by **3:00 p.m., THURSDAY, MARCH 20, 2008.** Late applications will not be considered.

Shortly after the application submission deadline, the SC Bar Law Related Education Division begins the process of evaluating all requests for funds. Applicants and organizations must refrain from lobbying individual members of the SC Bar Law Related Education Division staff or members of the SC Bar Law Related Education Committee during the evaluation process. Grant applicants will be contacted by the Division if there are questions regarding the application. The final decisions on grant applications will be made on or before May 20, 2008. All applicants will be notified of the Division's decision by mail on or before May 30, 2008, and funding will begin July 1, 2008.

Thank you for your interest in the SC Bar Law Related Education programs.

QUESTIONS

Attention: Krystina Ludlow
SC Bar Law Related Education Division
Post Office Box 608, Columbia, South Carolina 29202-0608
Phone: (803) 252-5139 / Fax: (803) 799-4118 / kludlow@scbar.org / www.scbar.org/lre

**2008 / 2009 LAW RELATED EDUCATION GRANT APPLICATION
COVER PAGE**

This section to be completed by grant applicant

Requested Amount:
Project Name:
School Name:
School District:
School County:
Mailing Address:
Years of LRE Experience:
Street Address <i>(if different)</i> :
Contact Person:
Title / Position:
Contact's Phone Number: ()
Contact's Cell Number: ()
Contact's E-Mail Address:
School Principal's Name:
Principal's Phone Number:
Principal's E-Mail Address:
Organization Website Address:
Social Security / Tax ID Number:
Check Payable To:

This section to be completed by SC Bar Law Related Education Division

Approval Date:	Grant Amount:
Mid-Year Report: (12/15/08)	End of Year Report (5/15/09)
Site Visit Date #1:	Site Visit Date #2:
Overage Returned:	Date Received:
Audit Received:	
Grant Closed:	

2008 / 2009
LAW RELATED EDUCATION GRANT AGREEMENT

Grantee agrees that the funds provided pursuant to this grant may be disbursed only in accordance with the following conditions and restrictions:

1. The grant period is July 1, 2008 thru May 15, 2009.
2. Grant funds will be distributed in one lump sum.
3. Grantee will notify the SC Bar as soon as possible, but not later than thirty days after any material changes occur in the grantee's program during the period for which this grant is made. Examples of material changes include, but are not limited to:
 - a. change of key personnel, contact person, telephone number or office location;
 - b. changes in tax status;
 - c. questions raised in any financial or operational audit conducted in-house, by an independent organization or by any governmental agency, such as the IRS or similar state agency; or
 - d. changes or additions to the scope of activities of the grantee organization.
4. All grant funds will be used for, and only for, the public, charitable purposes specified in the grantee's application for funds, and no portion of the grant funds, including any interest earned thereon, will be used for any other purpose.
5. Any grant funds, including interest earned thereon, which are not expended or committed for the purposes of the grant within the period stated above will be returned to the SC Bar within 15 days of the end of the period. (See also paragraph 12.)
6. Grantee will furnish an interim report to the SC Bar comparing actual disbursements to the budget for the first half of the grant period. Grantee will furnish a final report to the SC Bar 15 days after the end of the grant period setting forth the manner in which the grant funds were disbursed and the progress made in accomplishing the grant's purposes. The SC Bar will provide report forms, which will require a narrative account of specific accomplishments by the grant program.
7. Grant funds will be disbursed strictly in accordance with the budget submitted by grantee as part of its grant application attached to this agreement and approved by the SC Bar. *To amend the grant budget, it is necessary first to obtain permission from the SC Bar if a line item in the budget is altered by 10% or more.*
8. Although SC Bar grant funds need not be physically segregated, such funds will be shown separately in grantee's financial books for ease of reference and verification. Records of receipts and disbursements under the grant, as well as copies of reports submitted to the SC Bar, will be retained by the grantee for at least seven years following completion of the grant year. Grantee agrees that its books and records will be made available for inspection by the SC Bar during reasonable office hours.
9. Grantee will submit financial reports to the SC Bar in one of the following formats:
 - a. Audited with C.P.A. certificate; or
 - b. Certified under oath by the school accountant or school principal will conform to generally accepted accounting principals. Grantee understands that the SC Bar may audit or cause an audit to be conducted of the grant funds, and grantee agrees to pay the costs of such audit.

10. Grantee will supply the SC Bar with other information, as may be necessary or desirable to permit the SC Bar to review the uses made of grant funds.
11.
 - a. Grantee will not disburse grant funds provided by the SC Bar for any political campaign.
 - b. Grantee will not disburse funds provided by the SC Bar to support attempts to lobby, influence promulgation, consideration or passage of legislation or regulation by any governmental body without prior approval of the SC Bar LRE Division.
12. Grantee specifically agrees that if its organization ceases to exist or operate or the project or program funded by this grant is abandoned or otherwise not completed, all unused grant funds will be immediately returned to the SC Bar.
13. Grantee understands that the SC Bar has no continuing obligation to make subsequent grants or otherwise finance any project of the grantee organization beyond the grant period specified herein. **The SC Bar may rescind funds allocated if grantee fails to comply with this agreement in any manner.**
14. Grantee agrees to acknowledge the South Carolina Bar as a funder in program-related materials with language indicated as follows:

"The _____ program is made possible with the support of the SC Bar Law Related Education Division's IOLTA grant. IOLTA is a program administered by the South Carolina Bar Foundation.

Appropriate acknowledgment includes reproduction of the South Carolina Bar Law Related Education logo that is made available via CD. The logo should be included in newsletters, publications, advertisements, press releases, studies, reports or other documentation of programs sponsored in whole or in part by SC Bar grant funds. The grantee further agrees to provide copies of all such documents to the SC Bar upon publication.

GRANTEE HEREBY AGREES to the terms and conditions of the grant as recited.

Grantee: _____ **By:** _____

Title: _____ **Date:** _____

Principal: _____ **By:** _____

School: _____ **Date:** _____

Approved at the direction of the South Carolina Bar Law Related Education Division.

Name: _____

Title: SC Bar Law Related Education Director **Date:** _____

REQUIRED NARRATIVE

The grant must have the following narrative, typed and double spaced:

- **LRE Programs:** Name of law related education programs implemented with grant.
- **Objectives:** The objectives/activities of the project.
- **Indicators:** Benchmarks for success.
- **Personnel:** The personnel involved in the implementation and their role in the implementation.
- **Time Line:** A time line for each objective/activity.
- **Student Impact:** The approximate number of students involved and how they will be involved. Grade levels impacted should also be included.
- **Teacher Impact:** The approximate number of teachers involved (if more than the applicant(s)).
- **Statement of Need:** The details of your particular school and community to indicate necessity of funding.
- **Budget:** An itemized budget breakdown of the anticipated expenses along with a budget narrative.