

BERKELEY LAW FOUNDATION
REQUEST FOR PROPOSALS FOR 2007-2008

Request for Proposals

November 10, 2006

The Berkeley Law Foundation (BLF) is now soliciting proposals for public interest law grants for 2007-2008. To be considered, proposals must be postmarked by **Friday January 12, 2007**.

BLF traditionally awards one to two grants per year to individuals undertaking public interest law projects that will serve legally disadvantaged or politically under-represented groups. We view our grants as seed money for innovative projects that will immediately provide sorely needed legal services and will continue providing such services for years to come.

Enclosed are a Request For Proposals (RFP) and grant application materials, including a complete list of our previous grantees, their project titles and their sponsoring organizations. Although many of our grantees have been located in the San Francisco Bay Area, we have funded projects in New York, Washington, D.C., Chicago, Southern California, Florida, and Arizona, among other locales.

Funding for a full-time grant will be approximately \$30,000 and may exceed this amount depending on the availability of funds. Proposals postmarked by January 12, 2007 will be reviewed over the next several weeks. Finalists will be selected in March 2007 and interviewed in Berkeley, California in early April 2007. BLF will select its 2006-2007 grantees by May 1, 2007.

The application materials include people to contact for further information. We look forward to receiving your proposals.

Jessie Warner & Marc-Tizoc González,
BLF Grants Co-Chairs

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Mission Statement

The mission of the Berkeley Law Foundation (BLF) is to fund new lawyers and innovative public interest law projects that serve disadvantaged people. BLF members invest directly in the public interest work of our peers, emphasizing a shared-income approach to social change. We make this choice because we recognize that lawyers have a personal and professional responsibility to dismantle inequalities and to improve access to justice. Recognizing that the responsibility to challenge systemic inequality applies equally to the structure of our organization, BLF incorporates diversity as a core value.

Our approach to funding public interest law, first established by BLF in 1976, empowers lawyers to pursue careers in the public interest, launches creative public interest projects and organizations, provides legal services to thousands of disadvantaged people, and deploys the power of the law in the service of social justice.

How To Apply For A Grant

BLF now invites proposals for grants for the 2007-2008 funding year. After reviewing the funding criteria described below, please follow our grant proposal format and mail your proposal to:

Berkeley Law Foundation
385 Simon Hall
Boalt Hall School of Law
University of California
Berkeley, CA 94720
Phone: (510) 642-1738
Fax: (510) 642-9125
Email: berkeleylawfoundation@yahoo.com

PROPOSALS MUST BE POSTMARKED BY JANUARY 12, 2007.

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Criteria For Funding

What BLF Will Fund

BLF seeks to fund projects that include the following components: legal advocacy, community education, and/or policy change in areas affecting groups of people who generally lack access to the legal system.

Because grants are for one year only, proposed projects must be designed so that they can achieve results within that time, and can either demonstrate the capacity to become self-supporting or can develop other funding sources after the grant year. BLF prefers to make grants that provide seed money for new projects rather than assist established, ongoing projects. While we understand that administrative or overhead costs may be a part of a project's expenses, BLF will not fund grants primarily or exclusively targeted toward administrative or overhead costs. Factors also considered in awarding grants include:

- need for the proposed project
- impact of the proposed project
- availability or lack of other funding sources
- level of existing legal services that address the project's identified problem
- quality of the proposal
- applicant's connection to the community served
- diversity of applicant
- stability of sponsoring organization
- date of graduation
- 6. applicant's demonstrated commitment to community service
- qualifications of the applicant

Visit <http://www.boalt.org/BLF/grants.html> for a list of programs that BLF has previously funded. Proponents are encouraged to develop proposals that address needs and issues not dealt with by previous BLF projects.

The Applicant

BLF seeks to fund original projects developed by individual applicants, not organizations. The applicant must have a leadership role in developing, writing and submitting the grant proposal. Grantees must be lawyers or recent graduates. Although BLF prefers to fund new lawyers, it also has supported experienced lawyers who have sought to enter, or remain in, the public interest field.

Grantees may work independently, but BLF favors affiliation with a preexisting public interest group. Association with a public interest group helps grantees secure supplemental funding (either financial or in kind) to cover the full cost of the project, establish connections with the client community, and obtain supervision from a more experienced attorney. However, BLF is funding the project set forth in the application, not the other work of the sponsoring organization.

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How Much BLF Will Fund

In 2007, BLF expects to award one to two grants for full-time work for twelve months. A full-time grant will be approximately \$30,000, depending on available funds.

The Selection Process

Committees made up of BLF directors and members initially review the proposals and then propose finalists to the BLF board of directors, which selects the finalists after consulting with the BLF membership. Finalists are notified in mid-March and invited to Berkeley, California for a personal interview at the finalist's expense before the BLF board of directors. If an interview in the Bay Area is not feasible, finalists may be able to interview by telephone.

The announcement of new grantees for 2007 can be expected by May 1, 2007. New grantees generally begin their projects in the Fall although contracts are negotiated individually to accommodate the specific needs of the grantees and their projects.

Further Information

Examples of successful grant proposals are available from the BLF office. If you have questions regarding the submission of a proposal, the criteria for funding, or related matters, please contact our current Grants Co-Chairs, **Jessie Warner**, mailforjessie@yahoo.com, and **Marc-Tizoc González**, mtizoc@sbcglobal.net.

BERKELEY LAW FOUNDATION
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Format For Grant Proposals

Eight copies of the grant proposal shall be submitted. No covers or binders are required. Also, *to help us make any necessary additional copies*, please ensure that one copy is fastened with a binder clip and no internal staples or paper clips.

The proposal shall include the following components:

1. The **cover or title page**, including the name, address, phone number, the applicant's e-mail, the brief title of the project, and the amount of funding requested.
2. A **one page summary of the application** (on an 8.5 x 11" page, one side only), giving:
 - (a) the name of the applicant
 - (b) project title
 - (c) brief description of applicant and sponsoring organization, if any
 - (d) summary of the problem
 - (e) overall objectives
 - (f) the steps the project proposes to take to address the problem

The summary should also include at the bottom of the page the words "Amount Requested:" followed by the appropriate figure. The summary may be single or double-spaced.

Submit a separate, unattached original of this summary, and include a copy of this summary as the first page after the cover page of each of the eight complete proposals submitted.

3. A **description of the project** (4 to 6 double spaced pages) should address the following points:
 - (a) *The need or problem the project addresses.* Include a discussion of what, if any, has already been done in the area of need and by whom, why past efforts have been inadequate, the target group, the geographical focus of the project, and other problems shared by the target group.
 - (b) *Project Goals.* Define and discuss the goals of your project, including a discussion of the intended impact of the project on the identified problem.
 - (c) *Proposed Action Steps.* Discuss how the project will meet the goals identified above. Please include a timetable for the accomplishment of these steps.
4. A **description of the applicant** (up to 2 double spaced pages). Please describe your prior community service experience, your connection to the community that you propose to serve, how you would contribute to the diversity of the public interest legal profession, and any other reasons you are qualified to undertake your proposed project. By "diversity" we mean individuals who are: people of color; gay/lesbian/bisexual/transgender/queer; economically disadvantaged; mentally, developmentally or physically disabled; immigrants; non-native English speakers; and members of other disadvantaged groups.

BERKELEY LAW FOUNDATION
REQUEST FOR PROPOSALS FOR 2007-2008

5. Material supporting your proposal including:

- (a) If there is a sponsoring organization, a **description of the organization** and how it can contribute to the success of the project.
- (b) A **list of the people involved** in the project, including respective roles and relevant experience.
- (c) The applicant's **resume**.
- (d) **One letter of support from your sponsoring organization**, if there is one. Be sure to include eight copies of this letter of support.
- (e) **Two letters of recommendation**. Submit letters only from those who either know your work well or are very familiar with the proposed project. Letters from persons involved in the proposed project's area would be particularly helpful. Do not ask persons currently serving on the BLF Board of Directors to write letters of recommendation. Be sure to include eight copies of each letter of recommendation.
- (f) **Overall Budget**. If you do not have a sponsoring organization or you propose to use significant portions of your BLF grant to cover expenses other than salary, please provide a budget in narrative form. This narrative should describe how you will fund your project's expenses, including detailing how you will cover salary, benefits (if any), payroll taxes and office overhead. Further details about project expenses such as travel, copying, etc. must also be provided.
- (g) **Other Funding**. Please mention any other sources that you have approached for funding. For each source of support, state whether the proposed project has a commitment from that source and/or if there are contingencies on such support. Please include a discussion of potential future sources of support.

Deadline

Your complete proposal **must be postmarked by Monday, January 12, 2007**. Late proposals will not be considered.

Good luck! We look forward to reviewing your proposals.

Jessie Warner & Marc-Tizoc González,
BLF Grants Co-Chairs