



NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Application 2020 - 2021

Please attach a separate sheet(s) that includes the following information, in the format presented:

PROJECT TITLE:

COSPONSORING ENTITY:

Name of Organization:

Include background information for all organizations other than bar associations.

Address:

Contact Person, Name and Phone Number and e-mail address:

PROJECT DESCRIPTION:

Please include a detailed description of the project, any relevant sample materials, and be sure the following questions are answered. All projects must be in strict compliance with the rules governing the use of IOLTA funds, as outlined in the Cosponsorship Agreement.

- **What are the law-related themes/topics being addressed by the project?**
- **What is the anticipated timeline from start to finish?**
(Projects should be initiated and completed within the year for which funds are received -- between July 1, 2020 and June 30, 2021.)
- **What is the current need for this project?**
- **Who is the intended audience for the project?**
- **What efforts will be made to publicize the project to its intended audience?**
- **What mechanism will be used to evaluate the success of the project?**

BUDGET DETAIL:

Funding will not generally be provided for indirect and staff costs, equipment and capital expenses. Please provide a summary of the budget, as indicated below, and attach a line item budget detailing project expenses. ALL items must be completed, even if no contribution is being made.

AMOUNT REQUESTED FROM THE NJSBF: _____

*** COSPONSOR'S CONTRIBUTION:** _____

*** OTHER CONTRIBUTIONS:** _____

TOTAL BUDGET FOR THE PROJECT: _____

**These items must be completed, even if no contribution is being made.*

ADDITIONAL INFORMATION REQUIRED:

All applications must be accompanied by:

- A listing of the organization's current Board of Directors.
- A copy of the organization's Certificate of Incorporation.
- A copy of the organization's current bylaws.
- The organization's most recent audit or, if the organization does not obtain an audit, an organization-wide financial statement certified by the chief financial officer.
- *If requesting more than \$12,000*, a completed Auditor's Certification as indicated in the Audit Policy attached to the Cosponsorship Agreement.
- A Cosponsorship Agreement signed by two officers of the organization.

**PLEASE AVOID USING STAPLES AND
SUBMIT ONE ORIGINAL COPY.**

For questions or additional information, please contact Mary Jean Barnes, Director of Administration and Grant Programs, NJSBF, at (732) 937-7507 or mjbarnes@njsbf.org.

DEADLINE: FRIDAY, JANUARY 24, 2020