



CHAPTER CHALLENGE PROGRAM

The Board of Trustees of the Foundation of the Association of Legal Administrators is pleased to announce the availability of incentive funding to assist ALA Chapters in developing innovative projects and products which benefit ALA members, contribute to the advancement of legal management, or provide needed services to the broader community.

Proposals are solicited for projects in areas such as:

- Educational programs and materials
- Management-related research and activities
- Diversity enhancement and achievement programs
- Community service projects
- Lawyer-Administrator relations
- Career enhancement and development programs
- Partnering programs with bar associations and other law-related groups

The Foundation Trustees have a particular interest in projects which can be used or adopted by other chapters, law firms and other legal organizations, individual ALA members, academic institutions and/or other groups.

Grants are available in amounts ranging up to \$5,000 or more and for projects which will be completed within twelve months of the receipt of the grant. Applications and proposals will be considered on a competitive basis and all decisions of the Board of Trustees will be final. Grants awarded may be for entire or partial project funding and may be conditioned upon the chapter obtaining or providing additional funds. Applications and proposals must fully describe the program or project and provide all information outlined in the attached *Grant Guidelines For 2010-2011*.

Applications and proposals are considered on semi-annual cycles tied to the Fall and Spring meetings of the Board of Trustees, on the following schedule:

	<u>Application Deadline</u>
Spring 2010	March 31, 2010
Fall 2010	October 29, 2010
Spring 2011	April 1, 2011

Applications must be received no later than the close of business (5:00 p.m. Central Time) on the deadline date, and should be submitted to:

Chapter Challenge Program
Foundation of the Association of Legal Administrators
Suite 222
75 Tri-State International
Lincolnshire, Illinois 60069-4435



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GRANT GUIDELINES FOR 2010-2011

Applications may be submitted in whatever form is most convenient for the particular project involved but must contain the following information at a minimum:

1. **Project title and complete description – including the project’s specific objectives, its intended audience or beneficiaries, and the timeline for development.**
2. **Names of key chapter members who will be responsible for the project.**
3. **Resources and support elements involved in the project. This should specifically include: (a) the estimated number of chapter members who will be involved in the project and their roles; (b) other organizations (if any) who will participate in the project and the nature and extent of their participation; and (c) a complete budget for the program. The budget should explain all listed expense items, may show the value of in-kind contributions, should list funds which may be contributed by the chapter or other sources to the project, and should specify the FALA grant amount being applied for through this application. The budget should be further supported by a statement detailing how the chapter will account to FALA for the expenditure of funds if a grant is received.**
4. **Information as to how the project will or may (if appropriate) result in a “product” which can be used or adapted by other chapters, law firms and other legal organizations, individual ALA members, academic institutions and/or other groups. In other words, provide a description of the potential long-term value of the program to the chapter making the application, as well as to others.**
5. **The name of the chapter, as well as the name, address and telephone and fax numbers of the chapter member who will manage the program or be the key contact concerning the application.**
6. **Any other information which the chapter believes will be helpful to an understanding of the program and the consideration of the application by the FALA Board of Trustees.**