



CHAPTER CHALLENGE PROGRAM GRANT GUIDELINES FOR 2011-2012

Applications must contain the following information, at a minimum:

1. **Project title and complete description.** This should include the project's specific objectives, its intended audience or beneficiaries, and the timeline for development.
2. **Chapter contact information.** The name of the chapter, as well as the name, address and telephone and fax numbers of the chapter member who will manage the project or be the key contact concerning the application. Also, the names of key chapter members who will be responsible for the project.
3. **Budget, resources and support elements.** 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 project. 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. **Long-term value.** 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. **Anything else?** Any other information which the chapter believes will be helpful to an understanding of the project and the consideration of the application by the FALA Board of Trustees.
6. **Final report.** Provide an estimate of when the final report will be submitted to FALA.