



PROVIDING
HELP TODAY
AND HOPE FOR
TOMORROW

**General Information
and
Instructions
for the
2025
Grant Application**

**Kentucky Bar Foundation
514 West Main Street
Frankfort, KY 40601-1812**

KENTUCKY BAR FOUNDATION

514 West Main Street
Frankfort, KY 40601-1812

(800) 874-6582 or (502) 564-3795 phone
(502) 564-3225 fax

www.kybarfoundation.org

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Providing Help Today and Hope for Tomorrow

Overview of the Kentucky Bar Foundation

The Kentucky Bar Foundation (the “Foundation”) was formed in 1958 and serves as the charitable arm of Kentucky’s legal community. The Foundation’s daily operations are maintained by its Executive Director and its Program Manager. It is governed by a Board of Directors comprised of representatives from each of Kentucky’s seven Supreme Court Districts, the Kentucky Supreme Court, the Kentucky Court of Appeals, each of Kentucky’s three public law schools, the Kentucky Circuit and District Judges Associations, the Kentucky Bar Association, and the Kentucky IOLTA Fund. For more information about the Foundation, visit www.kybarfoundation.org.

Mission Statement of the Kentucky Bar Foundation

The Kentucky Bar Foundation exists to further the public’s understanding of the judicial system and the legal profession through programs and philanthropic partnerships that help those in need.

GRANT CRITERIA

Eligible Program Areas

Projects eligible for funding are limited to the following program areas and must be located and provide services in the Commonwealth of Kentucky:

1. Grants that help those in need through law-related programs.
2. Projects that provide information enabling the public to better understand an area of the law and/or the judicial system.
3. Projects that enhance the image of and build trust in the legal system.
4. Publishing noteworthy publications concerning the legal profession and the judicial system.
5. Other philanthropic endeavors in the public interest that promote and relate to the administration of justice.

The Board of Directors of the Kentucky Bar Foundation encourages all interested nonprofit organizations to submit an application for a grant.

Applicant Responsibilities

Grant applicants must be able to:

1. Demonstrate fiscal responsibility and integrity.
 2. Agree to sign and follow the Kentucky Bar Foundation Grant Terms and Conditions Agreement located on the last page of this grant application.
 3. Open their financial records for review upon request of the Kentucky Bar Foundation during the application process and thereafter if a grant is awarded.
 4. Agree that their applications, once received, become the property of the Kentucky Bar Foundation.
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GENERAL CONDITIONS

No percentage of Kentucky Bar Foundation grant money has been earmarked for any particular purpose or program or geographical distribution, nor is there any guarantee of funding.

Grant applications should be made for no more than a 12-month budget period, and there is no assurance of funding in subsequent years.

Once submitted and while grant applications are being reviewed and evaluated, applicants and anyone on behalf of an applicant must refrain from lobbying or otherwise attempting to influence members of the Kentucky Bar Foundation board or staff.

The Kentucky Bar Foundation will retain all grant applications for a period of three years, after which they may be destroyed. Applicants understand and agree that, except during the review and evaluation process, their grant applications may be reviewed by other applicants or the public.

The Kentucky Bar Foundation may reject any or all grant applications, award less than the total amount of funds available, or award no funds.

Each applicant shall prohibit discrimination on the basis of race, creed, religion, age, pregnancy, marital status, color, national origin, sex, disability, or status as veteran against: (i) any person applying for employment or employed by the applicant; or (ii) any person seeking participation in, or benefits of, a program supported in whole or part by Kentucky Bar Foundation funds.

Applicants will be notified in writing by May 12, 2025 of the disposition of any completed grant application that was timely submitted by the applicable deadline.

Grant funds are normally distributed by a single payment that is awarded during the Kentucky Bar Foundation's annual luncheon typically held in June (or in conjunction with the KBA Annual Convention), although in certain circumstances funding may be made at other intervals that are acceptable to the grantee and the Kentucky Bar Foundation.

If you have questions or require further information, please contact the Kentucky Bar Foundation:

Susan Hanley Duncan, Executive Director sduncan@kybar.org

Gwen Smallenburg, Program Manager gsmallenburg@kybar.org

(800) 874-6582 or (502) 564-3795

GRANT APPLICATION INSTRUCTIONS

DEADLINE: All completed applications must be **e-mailed** to **gsmallenburg@kybar.org** at the Kentucky Bar Foundation **on or before Monday, March 3, 2025 at 11:59 p.m. ET** (no exceptions). Any applications received after this date will not be considered. (Please note: Our e-mail system can only receive attachments up to 25 MB. If your attachments exceed that size, you will need to compress, or zip, your files.) Only grant applications submitted on the 2025 form will be accepted.

You will receive a confirmation e-mail that your application has been received, so please allow time for that before contacting the Kentucky Bar Foundation to confirm receipt.

REMINDER: Any awarded grant and subsequent funding will be made by **The Kentucky Bar Foundation, Inc.**, a separate 501(c)(3) entity from the Association.

The grant application shall consist of the following pages in this order:

- **Pages 1-8 of the 2025 Grant Application**
- **Attachments:**
 - IRS tax-exempt letter
 - Applicant's current fiscal year budget
 - Financial audit or statement of financial conditions prepared within the past two years (or most recent tax return if audit or financial statement is not available)
 - Employee theft insurance declaration sheet, if applicable (not a requirement but may be a consideration)

No other information submitted will be considered.
