



## REQUEST FOR LETTERS OF INQUIRY

### For Women's Bar Association Foundation 2020 Grants

The Women's Bar Association Foundation (WBA Foundation) is pleased to announce application guidelines for its 2020 grantmaking cycle.

#### **Funding Opportunity**

The mission of the WBA Foundation is to leverage the generosity of lawyers and friends to support nonprofits that serve the legal and related needs of women and girls in the DC Metropolitan community. In the past five years, grantees have used our funding to serve the critical legal needs of women and girls in the DC region on issues of domestic violence, employment, immigration, sexual assault, family law and more. The WBA Foundation welcomes proposals that are consistent with its 501(c)3 tax-exempt status and will further its mission in the Metro DC region. The WBA Foundation is interested in funding a diverse group of projects and organizations.

In the 2019 grant cycle, the WBA Foundation awarded \$70,000 in direct grants to eleven organizations. Historically, the WBAF has awarded grants ranging in size from \$2,500 - \$10,000. Our grant awards cover a twelve-month period with the grant term expected to commence in in March 2020. Once selected, grantees are expected to participate in the WBA Foundation's Annual Awards Event expected in early March 2020 and submit a report that provides data and other information on accomplishments achieved with our funding.

**Women's Bar Association Foundation**

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## Eligibility Criteria

1. To be eligible for a WBA Foundation grant, an applicant must be a tax-exempt organization that qualifies under section 501(c) of the Internal Revenue Code or an organization that is seeking tax-exempt status and is affiliated with, maintains a fiscal sponsor relationship with, or is participating in an incubator program with a qualified 501(c) organization.
2. The WBA Foundation is especially interested in providing seed funding to younger organizations or new programs where the impact of the WBA Foundation's support is direct and measurable.
3. The WBA Foundation does not consider requests for multi-year grants at this time.
4. The WBA Foundation does not fund general operating expenses. However, we will consider funding indirect costs associated with administering a specific project that will be supported by the WBA Foundation.
5. The WBA Foundation does not support university faculty chairs, endowments, capital campaigns or building funds, or other foundations.
6. The WBA Foundation does not make loans, fund political campaigns or activities, support programs with a religious component or requirement, award tuition reimbursements, provide sponsorships, fund IT/automation projects or buy tickets or tables for special events as part of its grantmaking program.
7. For organizations that have received successive grants over several years for the same project or work, the WBA Foundation may in its discretion decide to cease funding or reduce the level of funding requested. Organizations who have received successive grants in the past are welcome to submit an LOI or more than one LOI for new or different programs that otherwise meet our funding criteria.
8. The WBA Foundation may consider a grantee's past accomplishments and the extent to which the grantee has complied with our grant requirements in our funding determinations.

9. Faith-based organizations are eligible for WBA Foundation grants, but our funding may not be used in the provision of services that impose religious requirements as a condition of service or are limited to individuals of certain religious faiths.

### **Application Process**

The WBA Foundation uses a two-part process for our annual grants using Washington Regional Association of Grantmakers' common forms and we are committed to reviewing all applications in a timely and thorough manner. Applicants must first submit a Letter of Inquiry (LOI) to be considered for a 2020 grant. After review by the WBA Foundation Grants Committee of the LOIs, the WBA Foundation Grants Committee approves those applicants who most closely fit our funding criteria to submit a full application. Full applications are reviewed by the WBA Foundation Grants Committee; the WBA Foundation Grants Committee makes a recommendation to the WBA Foundation Board of Directors, who will make final funding determinations for 2020.

Applicants should submit an LOI using the [Washington Association of Grantmaker's Common Grant Letter of Inquiry](#) in Adobe Acrobat PDF format. The letter should be submitted electronically to [grants@wbadcfoundation.org](mailto:grants@wbadcfoundation.org) by 5:00 p.m. ET on August 30, 2019.

Each organization submitting an LOI will be notified by October 11, 2019, via e-mail of the WBA Foundation's decision regarding submission of a full proposal. Organizations invited to submit full applications will receive written instructions regarding further requirements at that time. We will contact you if a site visit or additional information is necessary, and we will notify you of the WBA Foundation's final decision on your proposal by e-mail. If you are invited to submit a full proposal, you must use the [Washington Association of Grantmakers' Common Grant Application](#).

The process for awarding WBA Foundation grants is competitive and we cannot support all eligible projects. In 2019, we received LOI submissions from thirty-one applicants.

Seventeen organizations were invited to submit a full application. Please review our specific guidelines below to determine if your organization, program, project or initiative meets the WBA Foundation's criteria. It will be especially helpful if you highlight the following in your LOI submission:

1. The target community and geographic region served by your organization and the specific program for which you are seeking support;
2. How your organization or program engages in targeted outreach to women and girls;
3. How your program design addresses the unique **legal** barriers impacting women and girls; and
4. Data to demonstrate the number and percentage of women and girls that you currently serve and/or propose to serve with a grant from the WBA Foundation.

#### **WBAF 2020 Grant Cycle Calendar**

7/26/19	Grant Cycle Opened
8/30/19	LOIs due by 5:00 pm
10/11/19	Full proposals invited
11/02/19	Full proposals due by 5:00 pm
01/10/20	Grant announcements made
Early March	Grantee awards event

If you have questions, we urge you to contact the WBA Foundation office to discuss your project prior to submitting an LOI. Staff will be happy to answer any questions regarding the WBA Foundation grantmaking program or may refer your call to a member of the WBA Foundation Grants Committee, if appropriate. You can reach the office at 202-639-8880 or via e-mail [grants@wbadcfoundation.org](mailto:grants@wbadcfoundation.org).