



**2010**  
***Pro Hac Vice* Fund**  
**GRANT**  
**APPLICATION**

***Pro Hac Vice* Fund Grant Program**  
State Bar of New Mexico through the  
New Mexico Bar Foundation  
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**Release date: December 30, 2009**

**Due Date: February 3, 2010, by 4:00 pm**

## **Introduction**

The State Bar of New Mexico, through the New Mexico Bar Foundation, seeks grant applications from nonprofit organizations that provide civil legal services to low income New Mexicans within the scope of the 2007 *State Plan for Providing Civil Legal Aid to Low Income New Mexicans* (State Plan). Pursuant to Rule 24-106 NMRA, the State Bar of New Mexico collects a registration fee of \$250 from non-admitted attorneys intending to appear in civil actions before New Mexico courts. The State Bar holds these fees in the State Bar *Pro Hac Vice* Fund (PHV Fund) which is distributed annually to nonprofit organizations providing or supporting the provision of civil legal services to the poor. The 2010 PHV Fund is approximately \$138,000 (an increase from \$122,000 in 2009). Grant awards will typically range from \$10,000 to \$15,000, but may be more or less at the discretion of the Board of Bar Commissioners (BBC).

The State Plan identifies specific legal issues impacting low-income persons and the State Plan will be used as a guideline for distribution of the *Pro Hac Vice* Fund. For details, please refer to the State Plan itself.

## **Eligible Applicants**

To be eligible to receive PHV funding, an applicant must:

- \_\_\_ Be a recognized 501(c)(3) nonprofit organization or registered as such with the NM PRC and the office of the Attorney General.
- \_\_\_ Provide free civil legal services to low-income persons.
- \_\_\_ Provide services consistent with the delivery system and legal issues identified in the State Plan.

## **Criteria**

The Pro Hac Vice committee of the Board of Bar Commissioners (BBC) has adopted the following grant criteria by which PHV funds will be distributed. The BBC in its sole discretion reserves the right to review these criteria and to change them as it continues to assess how and where the funds will best be used to meet the approved purposes.

The BBC desires to obtain maximum effect from each grant made with PHV funds. The grant committee and the BBC will use the following guidelines, with exception where necessary, to assist in the decision-making process.

1. Grants that may jeopardize the State Bar's or Bar Foundation's Section 501(c) tax status will not be made.
2. Applications that address specific legal issues impacting low-income persons as identified by the 2007 State Plan will be favored.

3. Grants will not be given to individuals; religious activities; political campaigns; organizations designed primarily for lobbying; lobbying activities; lawyers in the private practice of law; entities providing unauthorized delivery of legal services; or governmental programs.
4. Applicants must have sources of income in addition to the PHV funds requested.
5. Greater weight will be given to applicants that:
  - a. serve areas of greatest need, in terms of substantive law, population groups and lack of other available resources;
  - b. have a proven history of delivering quality services; and,
  - c. help to develop cooperative efforts among other providers/grantees.
6. Other factors that will be considered are:
  - a. broad geographic and demographic distribution of PHV funds throughout the state;
  - b. ability of applicant to provide adequate publicity of PHV funds received.
7. Grants to fund experimental or pilot projects that are designed to improve the administration of justice will be considered and may be funded for limited periods. However, grant funds may not be used to meet a governmental entity's legally-required duties.

### **PHV Fund Grant Submission Requirements**

Application narrative shall not exceed five pages (excluding cover sheet, budget narrative, program budget and required attachments). Font size must be 11 point or greater. Do not staple or otherwise bind applications. Each application must be three-hole punched, including required attachments. Six copies of the application, plus one copy of the required attachments must be provided. \*

**Applications must be received at the State Bar of New Mexico by 4:00 pm on Tuesday, February 3, 2010.** The PHV Grant Committee will review the applications at a meeting in mid-February, 2010, and its recommendations will be submitted to the Board of Bar Commissioners, which will review them at its meeting on February 26, 2010. Applicants are generally notified of the BBC's decision in late February or early March.

Questions regarding this application must be submitted in writing via e-mail to [kdaniel@nmba.org](mailto:kdaniel@nmba.org) or via fax to 505-797-6074.

*\*NOTE: If you submitted the required attachments A through E (as described on page 5 of this application) with a 2010 IOLTA Grant Application, then you do **not** have to submit A through E along with this 2010 Pro Hac Vice Fund Grant Application. However, in your 2010 Pro Hac Vice Fund Grant Application, please state whether you applied for a 2010 IOLTA Grant.*

# COVER SHEET

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Organization Name Federal Tax ID #

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Program/Project Name

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Address

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City State Zip Code

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Board Chair/Telephone/E-Mail

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Executive Director/Telephone/E-Mail

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Contact for this Application//Title/Telephone/E-Mail

Geographic Area to be Served \_\_\_\_\_

Total Budget for this Program/Project \_\_\_\_\_

Amount Requested from PHV for this Program/Project: \_\_\_\_\_

Summary of Organization Mission/Purpose (100 words or less)

Summary of Grant Request (100 words or less)

# NARRATIVE

## I. Background

- A. In one paragraph, describe the 2009 accomplishments of the program for which you seek PHV funding.
- B. If funded by PHV in 2009:
  - 1. Number of persons your application said you would serve with PHV funds \_\_\_\_\_
  - 2. Number of persons your program actually served with PHV funds \_\_\_\_\_
- C. State the nature of the problem/issue to be addressed in New Mexico and in the geographic areas proposed (1/2 to 1 page only).

## II. Program/Project Description

Describe clearly the program/project objectives and activities.

## III. Target Population

Provide a concise summary of the target population including how many people this program/project expects to serve/reach and, if applicable, how your program/project defines "low income."

## IV. Outcomes

- A. Describe specific anticipated outcomes.
- B. Describe what conditions will change as a result of the program/project.
- C. Describe in detail how your organization will document and measure success.

## V. Miscellaneous

- A. Publicity: Describe *with specificity* how you will publicize receipt of PHV funding.

## VI. Budget Narrative

- A. Provide a narrative that describes how PHV grant funds will be spent (250 words or less).
- B. What percentage of your organization's budget for the last fiscal year was spent on administrative and fund raising costs?
- C. What percentage of the proposed program/project budget is allocated to administrative costs?

## VII. Program Budget

Complete the line item budget form for the proposed program/project for the period January 1, 2010 through December 31, 2010.

## VIII. Grants Received/Outstanding Funding Requests

Complete the Outstanding Grant Applications or Funding Requests form.

## IX. Required Attachments - one set only\*

- A. A copy of an IRS 501(c) (3) exemption letter or a certificate of good standing from the PRC pursuant to NMSA 1978, § 53-8-92 (1977). If the applicant organization is a charitable organization, then include a copy of a current confirmation letter from the New Mexico Attorney General's office showing the organization to be a registered charitable organization pursuant to NMSA 1978 § 57-22-6(A) (1999).
- B. A copy of the organization's latest independent audit report.
- C. A copy of the organization's latest monthly financial statement.
- D. A copy of the organization's non-discrimination policy.
- E. List of Board of Directors.

*\*NOTE: If you submitted the above required attachments A through E with a 2009 IOLTA Grant Application, then you do **not** have to submit A through E along with this 2009 Pro Hac Vice Fund Grant Application. However, in your 2010 Pro Hac Vice Fund Grant Application, please state whether you applied for a 2010 IOLTA Grant..*

**Program/Project Budget Form**

	PHV Funds Requested	In-Kind Contributions	Other Funding Sources	Total Program/Project Budget	Total Agency Budget
Revenues	\$	\$	\$	\$	\$
Expenditures					
Audit	\$	\$	\$	\$	\$
Capital expenditures					
Dues/subscriptions					
Employee benefits/payroll/taxes					
Equipment rental/maintenance					
Insurance					
Office supplies and expense					
Rent					
Salaries (enter # of FTEs ___ )					
Telephone					
Training					
Travel					
Other (provide explanation)					
Total Expenditures	\$	\$	\$	\$	\$

**Grants Received/Outstanding Funding Requests**

Funding Source	Funding Received Applicable to 01/01/2010 - 12/31/2010	
	\$	
	\$	
	\$	
	\$	
Subtotal	\$	
Funding Source	Funding Applied Applicable to 01/01/2010 - 12/31/2010	Expected Notification Date
	\$	
	\$	
	\$	
	\$	
TOTAL	\$	

(NOTE: If you receive notification about pending applications prior to February 10, 2010, you are requested to notify the PHV Fund program at [kdaniel@nmbar.org](mailto:kdaniel@nmbar.org).)