



GRANT APPLICATION PROTOCOL

In the interest of fairness, the TAJF Board of Directors stresses the importance that this policy is adhered to by every applicant seeking funding. Adherence to this policy is important to the smooth operation of TAJF's grantsmaking process. More significantly it is important because ultimately funds are limited and the process of awarding funds is to be fair and impartial. The TAJF Board seeks applicants who have submitted all appropriate documentation within the time constraints and structure as set out in this policy.

DEADLINES: Applications for funding are accepted by TAJF once a year for regular IOLTA, BCLS and CVCLS funding. It is a requirement for consideration that the application document be filed by the posted deadline in two ways:

1. an electronic document must be date and time stamped by the sending e-mail program by 5:00 p.m. on the posted due date and,
2. a paper copy must be transmitted by regular mail that has been postmarked by the posted due date.

LATE APPLICATIONS: These will not be routinely accepted. They will only be accepted if extraordinary circumstances beyond the control of the applicant occur. Some circumstances that may qualify are:

1. natural disasters that prevent electronic transmission of the document and postal service by the due date,
2. significant illness or death in the family of a person who has primary responsibility for the documents production, and
3. other exigent and unforeseen circumstances at the discretion of the TAJF Executive Director.

When the applicant claims exigent circumstances it will be within the discretion of the TAJF Executive Director whether to accept the application.

Should late application be made for reasons other than those discussed above and without an approved extension, the executive director and a board member representing the applicant will be required to come before the TAJF Board of Directors or a committee appointed by the chair for an oral presentation to explain why their late application should be accepted.

LATE DOCUMENTS ASSOCIATED WITH THE APPLICATION PROCESS: Despite the necessity to file the application on a timely basis as described above, the TAJF staff does have the authority to allow late filings of documents associated with the application process based on exigent circumstances. Whether to accept such late filings of application documents is within the discretion of the TAJF Executive Director or Director of Grants. Such requests must be made as soon as the program is aware of the need for an extension.

Questions regarding this policy or the grantsmaking process more generally should be directed to Jonathan Vickery, Director of Grants at jvickery@teajf.org.