



***The Mission of the Multnomah Bar Foundation***

*To increase the public's understanding of the legal system; to promote civic education, public participation and respect for the law; and to improve the quality and administration of the legal system.*

**The Multnomah Bar Foundation is now accepting Letters of Inquiry for the 2016 grants cycle  
Deadline: January 22, 2016**

**Background**

In 2006, to honor the Multnomah Bar Association's century of service to the legal profession and community, law firms and community members established the 100th Anniversary Community Gift Fund, now the Civic Education Fund, to commemorate the centennial. Created as a means for lawyers to give back to their community, the fund provides grants to nonprofit organizations whose programs advance civic education and participation.

**Grant Criteria**

Grant requests are considered from organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

**The MBF awards grants for programs and projects that promote civic education or engagement and increase public understanding of the rule of law. MBF grants are *not* intended to fund access to justice programs ("know your rights" or "your day in court") programs.**

Grants are intended to facilitate the initiation or expansion of projects rather than long-term funding of ongoing projects. However, recipients may apply for additional funding in subsequent years.

The MBF does not have a range or limit for grant amounts. Many aspects of your proposal are taken into consideration, including your organization's mission and goals, leadership, vision and strategy, financials, budget versus amount requested and how your dollars are invested within the community.

**Grant Request Procedure and Notification**

- To be considered for a grant in 2016, a letter of inquiry must be received by January 22, 2016.
- Qualifying organizations will receive an invitation to submit a full proposal by February 26, 2016.
- Completed proposals are due March 31, 2016.
- Grant awards will be announced and funded in May 2016, date to be announced.
- Organizations may submit only one application per grant cycle.

Send to:

**mbf@mbabar.org (preferred)**

Or

**Multnomah Bar Foundation  
620 SW Fifth Avenue, Suite 1220  
Portland OR 97204**

*Questions? Contact Pamela Hubbs at 503.222.3275 or [mbf@mbabar.org](mailto:mbf@mbabar.org).*



Your Letter of Inquiry, not to exceed two pages, should include the following:

1. Name of organization, address, website address, contact name and title, phone number and email address.
2. Mission and brief description of organization.
3. Your organization's annual operating budget, the total project budget for which funds are requested and the amount you are requesting from the Multnomah Bar Foundation (MBF).
4. Purpose of grant request, including who and how many will be served and in what geographic area.
5. The community need for your program or project.
6. Expected outcomes from the program or project.
7. The timeline and duration of the program or project.
8. How this request is aligned with the purpose of the Civic Education Fund to promote civic education and increase public participation.

**Thank you for your interest in the MBF. Please keep in mind that grants are awarded for programs and projects that promote civic education or engagement, and increase public understanding of the rule of law. MBF grants are not awarded to fund access to justice programs ("know your rights" or "your day in court").**

**Your letter of inquiry must be received by January 22, 2016.**

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(503.222.3275 or [mbf@mbabar.org](mailto:mbf@mbabar.org)).*