

# PROPOSAL SUMMARY FORM HELP

Some fields on the Proposal Summary Form may require clarification. We have provided answers to some of the most common questions below. Please call or email the Foundation if you have any questions that are not addressed here.

- **Important.** The Proposal Summary and the Proposal Narrative are each reviewed by different reviewers at various levels in the review process. Keeping this in mind, the Proposal Summary should be prepared as a stand-alone document. Please place a complete response in each field on the proposal summary form. Please do not refer the reader to other sections of your application, especially the proposal narrative. In addition, please do not attach any additional pages to the Proposal Summary Form. Additional pages will be removed.
- **Main Address.** Please list all satellite offices of your organization. The on-line form fields should include sufficient space to add extra offices if there are more than three. If you do run short on space, at minimum, please list the towns in which your additional offices are located.
- **Organization Type.** If possible, please list one of the following from the *Organization Types* listed in the table below.
- **Program Area.** If applicable, please list one or two (in order of relevance) from the *Program Areas* listed in the table below.

ORGANIZATION TYPE
Arts
Association
Bar Association
Community Development
Educational
Government
Health
Homeless Shelter
Law School
Legal
Legal Service Agency
Non-profit
Religious
Social Service Agency

PROGRAM AREAS
Children
Disability Law
Discrimination
Domestic Violence
Elder Law
Employment
Environment
Family Law
Healthcare
HIV/AIDs
Housing/Homelessness
Immigration
Judicial Education
Small Claims
Welfare

- **Category.** You may select only one category. Please note, alternative dispute resolution and other programs that do not include direct services by attorneys are considered Administration of justice Programs.
- **Geographic Area Served by Program.** This section is extremely important to the Foundation. Step one: Please select the region in which the majority of services of the program for which you are requesting funding are delivered. If you feel your project serves

more than one region, please indicate numerically which region is second, third, and so on, as appropriate. Step two: Please indicate in which counties within the selected region(s), your program provides services. If there are more than one, please rank them numerically with 1 representing the area of greatest activity. If you select statewide, please remember to rank regions and counties. Also, please be advised that statewide programs are considered equally as competitive as regional/county programs. Please be as accurate as you can in specifying the project's geographic scope.

- **Program Summary.** In addition to explaining what the program's overall goals are, please do not forget to describe what actual activities will be conducted to achieve these goals as specifically as possible.