

COLORADO HISPANIC BAR ASSOCIATION CHARITABLE CONTRIBUTIONS POLICY & APPLICATION

Mission: The Colorado Hispanic Bar Association (“CHBA”) contributes financial support in the following areas of interest: education, community outreach, and the administration of justice. The CHBA strives to support organizations, individuals, and causes that reflect the CHBA’s mission to serve the public interest by: 1) providing educational opportunities; 2) promoting reform in the law; 3) facilitating the administration of justice; 4) advancing the standing of its members in the legal profession; 5) promoting the development of Hispanic attorneys; and 6) advancing Hispanics’ issues, needs and concerns.

Description of Award Process: Awards are distributed quarterly, at the end of January, April, July, and October. Award requests must be submitted by the first of each month that awards are distributed to be eligible. Awards typically range from \$100 to \$500, but can be more based on the nature of the request and available funds.

Applications are reviewed and approved by the CHBA Charitable Contributions Committee and then recommended to the CHBA Executive Committee or Board of Directors, depending on the amount, for final approval. Applicants will be notified of the CHBA’s decision by the end of each month that awards are distributed.

Requirements: All applicants must submit a proposal that includes the following information:

1. One-page cover letter describing the funding request
 - a. Purpose and history of the project/program for which funding is being requested
 - b. How the project/program reflects the CHBA’s mission
 - c. Description of intended beneficiaries
 - d. Any other information relevant to the request
2. One-page application
 - a. Contact information
 - i. Organization name, contact person, mailing address, city, state, zip
 - ii. Telephone number, fax address, email address
 - b. Brief description of organization or individual
 - i. Mission/background
 - ii. Board of Directors and Officers (if applicable)
 - iii. Funding sources
 1. Current and past yearly funding sources
 2. Expected funding sources for next year
 3. Past CHBA support or funding
 - c. Funding request
 - i. Total funding required for the project/program
 - ii. Total amount requested from the CHBA
 - iii. Identify other sources of funding including any other amounts requested and amounts received

Recipients of awards are expected to provide the CHBA with a brief, formal report of outcomes within 30 days after the date of the project/program.

If emergency funds are needed, please send a proposal indicating clearly that it is for emergency purposes and the Committee will consider the request.

How to Apply: Applicants are encouraged to submit completed proposals by email attachment to CHBAcontributions@chba.net. Applicants may also submit completed proposals by regular mail to the following address:

CHBA
Attention: CHBA Charitable Contributions Committee
Post Office Box 8895
Denver, CO 80201

If you have any questions regarding the CHBA award application process, please contact Elizabeth Espinosa Krupa at CHBAcontributions@chba.net or at 303-748-4185.