



VIRGINIA RISK MANAGEMENT GRANT PROGRAM for LOCAL BAR ASSOCIATIONS

ALPS, the endorsed lawyers' malpractice insurance carrier of the Virginia State Bar, with advisory assistance from the VSB's Special Committee on Lawyer Malpractice Insurance (LMIC), announces the funding of the Virginia Risk Management Grant Program. Each year, ALPS sets aside a portion of premium written in Virginia to advance viable, impactful programs aimed at strengthening the practice of law in Virginia, preventing malpractice claims, and assisting lawyers in implementing best practices in law practice management. In short, we want to help lawyers become better lawyers.

Some of the most impactful risk management programs in Virginia are achieved at the local level. For this reason, we have made this program available to members of the VSB's Conference of Local Bar Associations.

PROGRAM OVERVIEW

A proposal may be submitted by any member organization from the VSB's Conference of Local Bar Associations or by a collaboration of multiple member organizations. In the case of collaboration, one organization must be designated to receive the grant, administer the project and report on the use of funds. The organization administering the project must meet all eligibility requirements referenced below.

Grants are generally available up to \$5,000, although the higher the amount requested, the greater scrutiny the proposal will receive.

ELIGIBLE PROJECTS

Grant proposals will be accepted in the following areas:

- Lawyer mentoring programs
- Law firm transition programming (examples: CLEs geared towards lawyers entering practice, or aiding lawyers exiting the practice)
- Law office management assistance programs, particularly those focused on small firms or solo practitioners
- Ethics initiatives
- Malpractice prevention education, including CLE programming

Eligible applications will be assessed on the following factors:

- How many lawyers will your ethics or risk management program reach?
- Will the funds requested directly support the development or execution of ethics or risk management programming for Virginia lawyers?
- How will the program serve to strengthen the practice of law in Virginia?

LIMITATIONS

The following will not be considered for funding:

- Organizations that are not tax exempt
- Grants to individuals, to include scholarships
- Capital expenditures
- Duplicate or overlapping services
- Event sponsorships, such as the purchase of tables, tickets, advertisements, receptions, alcoholic beverages, or entertainment
- Projects intended to influence legislation or regulatory agencies
- Programs sponsored by government agencies that are properly part of the agency's regular activity
- Political organizations, political action committees, partisan political activities, or individual campaigns whose primary purpose is to influence legislation
- Foundations that are themselves grant making bodies
- Any programs that violate a policy of the Virginia State Bar or federal or state law
- Grants for loans, operating deficit reductions, the liquidation of a debt or general support.
- Sponsorships for regularly scheduled Bar meetings unless a specific risk management angle is built into the program *

GRANT TIMELINE

Applications must be submitted via email at **varm@alpsinsurance.com** in a PDF format no later than **5pm EST on October 21, 2021**. *All applicants will receive a confirmation email when the application is received. If an applicant does not receive a confirmation email, it is the applicant's responsibility to contact ALPS to verify their application was received.*

The Grant Committee will review grant applications and fund projects by December 31, 2021. It is desired that funds be used during the 2022 calendar year, but exceptions may apply. Any funds not utilized, accounted for or appropriately utilized in execution of the grant must be returned to ALPS. Bi-annual reporting will be required for all grantees.

2021 GRANT APPLICATION

Please submit the Grant Application via email to varm@alpsinsurance.com no later than August 20 by 5pm EST.

The Grant Application must include:

- ✓ Grant Application Cover Page (see Section One)
- ✓ Application Narrative (see Section Two)
- ✓ A copy of your organization's IRS determination letter

Applications should be no more than two pages in length, including the cover page. Supporting exhibits may be submitted but should be no more than three pages overall unless an exception is granted.

*ALPS is glad to offer speakers and programs to align with Risk Management initiatives. Requests can be made to educationalservices@alpsinsurance.com.

SECTION ONE: GRANT APPLICATION COVER PAGE

Name of Lead Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Contact Person: _____

Organization Leadership (include names, position, and affiliations):

Partner Organizations (if applicable): _____

Approximate number of VA Lawyers Impacted: _____

Amount Requested: \$ _____

Below, please give a one paragraph summary of the grant request:

SECTION TWO: APPLICATION NARRATIVE INFORMATION GUIDELINES

Applications should address the information requested below but should not exceed two pages.

1. Give a brief description of your organization.
2. Describe the proposed project. How will the program serve to make Virginia lawyers better practitioners?
3. How many Virginia lawyers will your program reach and what is the overall geographic scope?
4. How will the funds be used from a budget perspective?