



**REQUEST FOR LETTERS OF INQUIRY**  
**For Women's Bar Association Foundation 2024 Grants**

The Women's Bar Association Foundation (WBA Foundation) is pleased to announce application guidelines for its 2024 grantmaking cycle.

**Funding Opportunity**

The mission of the WBA Foundation is to leverage the generosity of lawyers and friends to support nonprofits that serve the legal and related needs of women and girls in the District of Columbia. Grantees have used our funding to serve the critical legal needs of women and girls in the DC region on issues of domestic violence, employment, immigration, sexual assault, family law and more. The WBA Foundation welcomes proposals that are consistent with our 501(c)(3) tax-exempt status and will further our mission. The WBA Foundation is interested in funding a diverse group of projects and organizations.

In the 2023 grant cycle, the WBA Foundation awarded grants to 10 organizations. Historically, the WBA Foundation has awarded grants ranging in size from \$2,500 - \$10,000. Our grant awards cover a twelve-month period with the grant term expected to commence in March 2024. Once selected, grantees are expected to participate in the WBA Foundation's Grant Awards Ceremony, planned for early March 2024, and submit a report (due by February 28, 2025, using the Washington Grantmakers Final Report format) that provides data and other information on accomplishments achieved during the grant period with WBA Foundation funding.

**Eligibility Criteria**

1. To be eligible for a WBA Foundation grant, an applicant must be a tax-exempt organization that qualifies under section 501(c)(3) of the Internal Revenue Code or an organization that is seeking tax-exempt status and is affiliated with,

- maintains a fiscal sponsor relationship with, or is participating in an incubator program with a qualified 501(c) organization.
2. The program or organization for which an applicant seeks funding must serve the legal and related needs of women and/or girls. The applicant must demonstrate that the primary focus of the program or organization is to serve the legal and related needs of women and/or girls and/or the majority of the individuals who are or will be assisted under the program or organization are women and/or girls.
  3. The WBA Foundation prioritizes services that are provided to women and/or girls in Washington, DC. However, we will consider grant requests for programs that are DC-focused but also extend services to clients in the greater DC metropolitan area.
  4. The WBA Foundation is especially interested in providing seed funding to younger organizations or new programs where the impact of the WBA Foundation's support is direct and measurable.
  5. The WBA Foundation does not consider requests for multi-year grants at this time.
  6. The WBA Foundation awards one-year grants and will consider requests for general operating expenses or direct program/project expenses.
  7. The WBA Foundation does not support university faculty chairs, endowments, capital campaigns or building funds, or other foundations.
  8. The WBA Foundation does not make loans, fund political campaigns or activities, support programs with a religious component or requirement, award tuition reimbursements, provide sponsorships, fund IT/automation projects or buy tickets or tables for special events as part of its grantmaking program.
  9. For organizations that have received successive grants over several years for the same project or work, the WBA Foundation may in its discretion decide to cease funding or reduce the level of funding requested. Organizations who have received successive grants in the past are welcome to submit an LOI or more than one LOI for new or different programs that otherwise meet our funding criteria.

10. The WBA Foundation may consider a grantee's past accomplishments and the extent to which the grantee has complied with our grant requirements in our funding determinations.
11. Faith-based organizations are eligible for WBA Foundation grants, but our funding may not be used in the provision of services that impose religious requirements as a condition of service or are limited to individuals of certain religious faiths.

### **Application Process**

The WBA Foundation uses a two-part process for our annual grants using Washington Regional Association of Grantmakers' common forms and we are committed to reviewing all applications in a timely and thorough manner. Applicants must first submit a Letter of Inquiry (LOI) to be considered for a 2024 grant. After review by the WBA Foundation Grants Committee of the LOIs, the WBA Foundation Grants Committee approves those applicants who most closely fit our funding criteria to submit a full application. Full applications are reviewed by the WBA Foundation Grants Committee; the WBA Foundation Grants Committee makes a recommendation to the WBA Foundation Board of Directors, who will make final funding determinations.

Applicants should submit an LOI using the [Washington Regional Association of Grantmaker's Common Grant Letter of Inquiry](#) in Adobe Acrobat PDF format. The letter should be submitted electronically to [info@wbadcfoundation.org](mailto:info@wbadcfoundation.org) by **5:00 p.m. ET on August 31, 2023**.

Each organization submitting an LOI will be notified by October 13, 2023, via e-mail of the WBA Foundation's decision regarding submission of a full proposal. Organizations invited to submit full applications will receive written instructions regarding further requirements at that time. We will contact you if additional information is necessary, and we will notify you of the WBA Foundation's final decision on your proposal by e-mail. If you are invited to submit a full proposal, you must use the [Washington Regional Association of Grantmakers' Common Grant Application](#).

The process for awarding WBA Foundation grants is competitive and we cannot support all eligible projects. In 2023, we received LOI submissions from 16 applicants, 13 of which were invited to submit a full application. Please review our specific guidelines below to determine if your organization, program, project, or initiative meets the WBA Foundation’s criteria. **It will be especially helpful if you highlight the following in your LOI submission:**

1. The target community and geographic region served by your organization and the specific program for which you are seeking support;
2. How your organization or program engages in targeted outreach to women and girls;
3. How your program design addresses the unique **legal** barriers impacting women and girls; and
4. Data to demonstrate the number and percentage of women and girls that you currently serve and/or propose to serve with a grant from the WBA Foundation.

### **WBAF 2023 Grant Cycle Calendar**

8/1/2023	Grant Cycle Opened
8/31/2023	LOIs due by 5:00 pm
10/13/2023	Full proposals invited
11/17/2023	Full proposals due by 5:00 pm
1/19/2024	Grant announcements made
2/28/2024	Final reports due from 2023 grantees
Early March	Grant Awards Ceremony

If you have questions, we urge you to contact the WBA Foundation office to discuss your project prior to submitting an LOI. Staff will be happy to answer any questions regarding the WBA Foundation grantmaking program or may refer your call to a member of the WBA Foundation Grants Committee, if appropriate. You can reach the office at 202-639-8880 or via e-mail [info@wbadcfoundation.org](mailto:info@wbadcfoundation.org).