

GRANT APPLICATION PROTOCOL

In the interest of fairness, the Texas Access to Justice Foundation (TAJF) Board of Directors, stresses the importance that this policy apply to every applicant seeking funding. Adherence to this policy is important to the efficient operation of TAJF's grantmaking process. More significantly, it is important because funds are limited, and TAJF strives to maintain a grant award process that is fair and impartial. The TAJF Board seeks applicants who have submitted all appropriate documentation within the time constraints and structure set out in this policy.

DEADLINES: Applications for funding are accepted by TAJF once a year for regular Interest on Lawyers Trust Accounts (IOLTA), Basic Civil Legal Services (BCLS), and Crime Victims Civil Legal Services (CVCLS) funding. It is a requirement for consideration that a complete application be submitted by the posted deadline by registering in TAJF's grant system and completing a funding opportunity grant application by its due date.

LATE APPLICATIONS: These will not be accepted unless extraordinary circumstances beyond the control of the applicant occur. Some circumstances that may qualify are:

1. Natural disasters that prevent access to the internet by the due date,
2. Significant illness or death in the family of a person who has primary responsibility for the documents' production, and
3. Other exigent and unforeseen circumstances as determined by the TAJF Executive Director.

When an applicant claims exigent circumstances, it will be within the discretion of the TAJF Executive Director to decide whether to accept the application. If an applicant seeks an extension for reasons other than those noted above, the applicant's Executive Director and a board member will be required to appear before the TAJF Board of Directors or a committee appointed by the chair for an oral presentation to explain why the late application should be accepted.

LATE ATTACHMENTS ASSOCIATED WITH THE APPLICATION: Despite the requirement to submit the application on a timely basis as described above, in cases where exigent circumstances exist, the TAJF staff has limited discretion to accept late filings of documents or attachments associated with the application. A final decision regarding whether to accept late-filled application attachments is within the discretion of the TAJF Executive Director. Such requests must be made as soon as the applicant is aware of the need for an extension.