

JALBCA GRANT APPLICATION PROCESS AND REQUIREMENTS FOR 2025-2026

Overview of JALBCA

JALBCA is an association of judges and lawyers, founded in 1992, which funds early breast cancer detection efforts for underinsured and uninsured women, educational programs, and legal and other support services for individuals and families in crisis from breast cancer.

Our mission focuses on the intersection of the law and breast cancer to leverage the legal community's strength, passion, resources and expertise to: promote awareness, early detection, treatment and support for all those affected by breast cancer; to provide programs that educate members of the profession about critical medical, legal and personal issues around breast cancer; and to support the breast cancer community at large by supporting and funding major, well-integrated legal and legally-related counseling support programs, as well as state-of-the-art early detection initiatives.

Overview of Grants

JALBCA seeks to further its mission by awarding grants to assist not-for-profit organizations that support that mission, with emphasis on providing legal services to individuals affected by breast cancer and their families.

Grants are disbursed in two installments

- 50% upon award
- 50% upon submission and approval of interim reports confirming proper expenditure

All grantees must submit a final report detailing expenditures and activities. At JALBCA's discretion, grantees may be asked to present to the Executive Committee or Board of Directors.

Note: Previous grant recipients must provide a full accounting of prior grant funds and services before receiving new funding. Examples of past recipients and funding levels are available in the "Grantees" section on the JALBCA website.

Schedule of Dates/Deadlines

June 18, 2025	Grant application information and forms posted on JALBCA website
August 15, 2025	Grant applications and all required materials must be submitted electronically to admin@jalbca.org in both Word and PDF formats by this date
November 1, 2025	Notification of grant amount awarded (subject to fulfillment of requirements)
May 1, 2026	Interim Grant Report due to release second disbursement of funds
November 31, 2026	Final report due for all services and expenditures during the grant period; required before any new funding

Required Application Materials

Applicants must download the two-part JALBCA Grant Application (2025-2026) from the Grants page of the JALBCA website:

- Part 1: JALBCA Grant Proposal Information Sheet (fillable PDF),
- Part 2: JALBCA Grant Proposal (Word document).

To be considered for a grant for 2025-2026 submit all required materials electronically to admin@jalbca.org on or before **August 15, 2025**.

- Submit both grant application parts completed and signed, including all additional materials required in **Section X** of the application
- Submit a single PDF containing both parts and all supplemental materials *except* IRS Forms 990 and audited financial statements, which should be submitted as separate PDFs

Selection Criteria

Each grant application will be independently reviewed by at least two reviewers and assign a score based on the criteria listed below.

Criteria	Points
Connection of the proposed grant to the mission of JALBCA	30 points
Financial responsibility of the applicant	10 points
Experience providing these types of services/programs (This does not need to be the experience of only the applicant organization but should include the experience of the staff who would be providing the services. A staff member at an organization may have substantial relevant experience gained at another organization.)	10 points
Number of people to be served by the grant	10 points
The quality and nature of the grant services/programs (E.g., are these services unique or not currently offered in this geographical area? Would the program provide actual legal representation or simply consultations with no follow-up? Would the program provide services to an underserved community?)	40 points

One or more individuals designated by the Co-Chairs of JALBCA's Grants Committee will review the applicant's audited financial statements, including the ratio of assets to liabilities and overall financial responsibility¹. They will assign a score for this category, which will be added to each reviewer's score. The combined scores from all reviewers (including the financial responsibility score) will be totaled and averaged to produce the final score for the grant application.

When deciding which grants to award (if any), JALBCA will consider these scores but may also take into account other factors not listed here. Final decisions will be made at JALBCA's sole discretion.

¹An individual designated by the Co-Chairs of the Grants Committee will review the affirmations submitted by the applicants and refer to the NYS Comptroller's standards to determine if they are a responsible entity. Comptroller's standard http://www.osc.state.ny.us/vendrep/info_vresp_vrreview.htm

Other Requirements for Organizations Awarded Grants

Any organization that is awarded a grant will be required to submit to JALBCA:

- Proof of adequate insurance naming JALBCA as an additional insured, and bonding;
- An accounting of grant expenditures (at the half-way point and at the end of the grant period);
- A statement of the organization's non-discrimination/anti-harassment policies; and
- A final report of all services/programs provided or conducted with grant monies during the previous grant period.

JALBCA Contact Person

All questions should be addressed in writing to admin@jalbca.org. An applicant or organization awarded a grant may write to JALBCA, 229 Seventh Street, Suite 202, Garden City, NY, but also should always send a copy of any communication by email to admin@jalbca.org.

Reservation of Rights

This application procedure does not obligate JALBCA to make any award. JALBCA reserves the right not to award any grant at all and, even after awarding a grant, JALBCA reserves the right to withhold funding if JALBCA learns of information that would disqualify the organization or if sufficient funds are not available to fund the grant. JALBCA further reserves the right to change its procedures and schedules relating to the application and grant process in its sole discretion.