

GLA ALA Community Outreach Program

The Greater Los Angeles Chapter of the Association of Legal Administrators (GLA ALA) created a community outreach program to assist organizations and projects in the Greater Los Angeles area with funding and volunteer resources. We award assistance to not-for-profit, tax-exempt charitable organizations with a current 501(c)(3) tax-exempt letter as defined in IRS government codes.

Our Mission

To create opportunities for the GLA ALA “community” (our members and their firms, families and friends, as well as our business partners) to positively contribute to those in need within the Greater Los Angeles community by donating time, energy and other resources.

Eligibility

Applications for GLA ALA Assistance are reviewed by a special committee consisting of Board of Director members and associated business partners. In most cases, more worthy requests are received than can be accommodated. Applications will be most favorably considered if they include the following criteria:

- Must have primary location in Greater Los Angeles area.
- Provide an innovative response to a recognized community need.
- Demonstrates a capacity to deliver service or assistance effectively and efficiently.
- Strengthens the organization’s capacity to serve their target population.
- Contains either a dollar-for-dollar match (in-kind is acceptable) or the ability to attract additional funds.
- Promotes GLA ALA in a positive manner to the community at large.

Non-Qualifying Criteria

Applications for GLA ALA Assistance will not be considered for:

- Propagandizing, influencing legislation and/or elections; promoting voter registration; political candidates; political campaigns or organizations engaged in political activities; litigation.
- Institutions limiting their services to persons of a single religious sect or denomination.
- Social or political problems outside the United States.
- Individual persons.

Additional Requirements

- Assistance requires organization to provide GLA ALA a report regarding the use of funds and/or volunteers.
- Reports of past assistance must be on file before an organization can apply for additional Chapter funds.
- Applications received from organization with delinquent reports will not be considered.

Review Process

- The GLA ALA Committee will acknowledge receipt of your completed Application and it will advise the organization when it will review the proposal. Please note that the entire process may take up to six (6) months.
- Incomplete Applications will cause delays and possible declination.
- The Committee cannot return or forward any materials provided with the Application.
- All decisions are reported by mail only. Decision information will not be provided over the phone.

Approval

If your proposal is approved, your organization will receive a Letter of Agreement which outlines the terms and conditions of the assistance. This agreement must be signed by an authorized management official of the organization and returned to the GLA ALA Committee.

Responsibility of Assistance Recipients

The recipient of any assistance from GLA ALA must use the funds awarded and/or volunteers provided for the specific purpose of the original intent. GLA ALA requires detailed accounting of all funds awarded and/or volunteers provided as part of the Follow-Up Report that must be submitted no later than six (6) months from receipt of the assistance.

By accepting assistance from GLA ALA, the recipient agrees to allow us to use the organization’s name and the project information in public relations material, including, but not limited to, news releases, the GLA ALA website, magazines and newsletters.

It is agreed that any funds not used in the manner specified in the Letter of Agreement must be returned to GLA ALA. Any requests for a revision in use of funds must be submitted in writing to GLA ALA and receive a written approval response.