

**Washington State Bar Association  
Administrative Law Section  
Public Service Grant Project for 2012-2013**

**Application Deadline: July 16, 2012**

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**The Administrative Law Section**

The Washington State Bar Association's Administrative Law Section is made up of public and private-sector attorneys who work with state and local government agencies, as well as administrative law judges, hearing officers, review officers, and other judicial personnel. Members participate in the frequent exchange of ideas through the section's newsletter, annual meeting and continuing legal education offerings. The Administrative Law Section also publishes the Washington Administrative Law Practice Manual and the Public Records Act Deskbook.

**Public Service Project**

Each year, the members of the Administrative Law Section donate resources to at least one Public Service Project. This year, the Executive Committee is seeking grant proposals and applications from non-profit community groups in Washington State.

**Eligible Grant Recipients**

Applications will be accepted from any Washington State non-profit organization operating a program which assists individuals with legal services or legal education. Beneficiaries of the program offered must be Washington residents. Applications must be received by July 16, 2012.

**Amount and Number of Grant Awards**

Any award will not exceed \$3,000. Award amount will depend on the type of program and number of individuals served. The number of award recipients will be based on the type of programs and number of applicants. Priority will be given to programs that have demonstrated a close correlation with areas of administrative law, such as programs that provide assistance related to administrative proceedings with state or other government agencies.

## **Timeline for Disbursement of Grant Awards**

The grant award will be distributed in one installment within 30 days of the announcement of award recipients. Recipients are required to submit a Year-End Program Evaluation report which is also taken into consideration for receipt of any future grant awards. Please see the following timeline for further details.

- **July 16, 2012**  
Grant applications due (must be received by this date).
- **By mid-September 2012**  
Grant awards confirmed; letters mailed to recipients.
- **By mid-October 2012**  
Distribution of grant funds via check to recipients.
- **By June 1, 2013**  
Distribution of Year-End Program Evaluation report.
- **July 1, 2013**  
Year-End Program Evaluation report due.

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## **To Submit Grant Application**

### **Please address cover letter to:**

Janell Stewart  
Public Service Project  
WSBA Administrative Law Section

### **Mail application to:**

Administrative Law Section – Public Service Project  
Washington State Bar Association  
1325 Fourth Avenue Suite 600  
Seattle WA 98101-2539

### **For questions, please contact:**

Janell Stewart  
206-919-1907