Information Required to Complete an LSAC Outreach Grant Application Form

Basic Information

- Grant application date
- Title or name of the event
- Brief description of the event and its purpose
- Amount of grant request
- Date and time of event

Event Location

- Street address
- City
- State/province
- Country
- Room name and number
- Phone number during the event

Grant Administrator

This is the person responsible for administering the grant.

- First and last name
- Title
- Law school
- Mailing address
- Phone number
- Fax number
- Email address

Organizing Member Schools

A minimum of three schools are required. For each school, you will need to provide

- Law school name
- Contact name
- Contact email address

Check Recipient

This is the school to which the check should be made out. If the check recipient is different from the grant administrator, include

- First and last name
- Title
- Law school name
- Mailing address
- Phone number
- Fax number
- Email address

Targeted Audience

Please note: The event **must** take place in an underserved region as defined in the [Outreach Grant program description](#) and **must** be open to the public.

- Explanation of why the event region is underserved (e.g., there is not an LSAC forum nearby, there are not currently other prelaw events serving the area or this population in the area, there are a substantial number of LSAT test takers in the region, there are a substantial number of applicants to law schools in the region)

- Primary target audience(s) for the event (e.g., domestic JD candidates, international JD candidates, domestic LLM candidates, international LLM candidates)

Event Details

Please note: The event must **not** be intended to generate a profit (revenue exceeding overall cost), and non-LSAC member schools are **not** eligible to participate in the event.

- Approximate number of member schools that will participate in the event (minimum 30)

- Whether there is a maximum number of member schools that can participate in the event

- Process for determining which member schools will participate (e.g., first come, first served; only in-state schools)

- Whether the event will include a law fair

- Names and titles of confirmed or invited speakers, if applicable

- Whether the event will include an educational component to enhance candidates' overall knowledge of the law school application process and/or the benefits of a legal education

- How prelaw advisors will be involved in the event, if applicable

- How much member law schools will be charged to participate in the event, if applicable

- Names of organizations other than law schools (e.g., bar associations) participating in the event, if applicable

- Names of commercial vendors participating in the event, if applicable

- Anticipated candidate attendance (Do not include member law school, organization, or commercial vendor participants.)

Publicizing and Feedback for the Event

- Plans for publicizing the event
- Language required on all print and electronic event materials
- Whether you will survey attendees during or after the event to collect information about the usefulness of the event

Itemized Budget (Expenses & Revenues)

Please note: Your application **must** include an itemized budget. Grant applications that do not include an itemized budget will not be considered.

- List of all event expenses (include item and estimated cost)
- Total of estimated expenses
- List of all event revenues (include source and estimated revenue)
- Total of expected revenues
- Grant amount requested from LSAC to cover cost

Questions can be submitted to Vivian Bowden at vbowden@LSAC.org.