**ENVIRONMENTAL AND LAND USE LAW SECTION**

*Law School Liaison Committee*

FUNDING GUIDELINES

**I. INTRODUCTION.**

The purpose of these Guidelines is to provide a means to ensure consistency in the manner in which the ELULS Executive Council allocates funds to the various Florida law schools, and to ensure equal opportunity for the distribution of funds among the schools. The Council has elected to adopt these Guidelines not as mandatory requirements, but with the understanding that they allow for flexibility in their use and application.

**II. Annual Budgeting.**

Each year, the Law School Liaison Committee will propose a budget to the ELULS Executive Council to promote environmental and land use law within each of Florida’s law schools. The budget proposal may include funds for block grants and special requests. Standing projects will no longer be funded. In addition to the Committee’s proposed budget, the Council may allocate additional funds to one or more of the law schools at its discretion.

**III. BLOCK GRANTS.**

Each year, the ELULS Law School Liaison Committee may recommend the allocation of a portion of the budgeted funds for block grants for eligible law schools. Each law school which makes a timely written request for available funds should be eligible to receive a block grant, equal to that of any other law school request.

A. Duty of law schools to request block grants

In order to receive a block grant, each law school dean, or an appropriate faculty member who chairs or otherwise leads an environmental and land use law program at the school, must submit a written request to ELULS each year. Law schools that fail to submit a timely request for funding will not receive a block grant unless otherwise approved by the Council. ELULS Law School Liaisons should actively promote environmental and land use law programs at their assigned law schools, and work with each law school Dean to ensure efficient use of, and timely request for, block grant funding.

B. Content of block grant request

Each request should fully explain the plans for spending the block grant, although funds are ultimately spent at the discretion of the law school for any activity relevant to environmental and land use law.

C. Reporting on use of the block grant

At the end of the fiscal cycle, the law school must send a written explanation of how the block grant was spent. Failure to submit this written explanation may be grounds for denial of future block grant funding.

**IV. SPECIAL REQUESTS.**

A. Application for special requests

Each year, an additional portion of funds may be allocated for special requests. All law schools may submit applications for funding of a specific activity, event or program, such as conferences, publications, speaker programs, or receptions.

B. Consideration of special requests

Each law school may request Special Request funding for one or more events. When submitting a special request for funding of an event, schools must provide a description of the proposed activity. All Special Requests shall be evaluated by the ELULS Law School Liaison Committee, and the Committee will recommend to the ELULS Executive Council funding of Special Requests based on evaluation of the following criteria:

Content and relevance to environmental and land use law;

Benefit to the membership of the ELULS;

Benefit to law students both at the host institution and throughout Florida;

Expected participation of both ELULS members and law students at the host institution and throughout Florida;

Success of previous events or programs, if applicable, including participation at previous events of both ELULS members and law students at the host institutions and throughout Florida;

Publicity, including potential media coverage and promotion of ELULS and environmental and land use law;

Recognition of ELULS as a sponsor of the event(s) for which ELULS funding was used;\*

Timing, including date(s) of event(s), allowing ELULS to consider the consistency or conflict of the event with other ELULS efforts;

The likelihood the event is or will become self-sustaining over time;\*

Whether any law student(s) who may specifically benefit from the funding (such as Moot Court competitors) are current ELULS members;\*

Additional sources of funding, and additional sources of funding applied for.

\*Greater consideration is given to these criterion.

The ELULS Executive Council shall authorize the funding of special requests, consistent with available funding. Funds available for special requests can be dedicated entirely to one event at one law school, or spread to multiple schools for multiple events, at the sole discretion of the ELULS Executive Council.

C. Reporting on Special Requests

If awarded, the receiving law school must send a written explanation of how the funds were spent within 30 days of completion of the event. Failure to provide the written explanation may be grounds for denial of future special request grant funding. In addition, the ELULS Law School Liaison Committee member assigned to that school is highly encouraged to complete an article for the ELULS Newsletter publicizing the funded event.

**V. MISCELLANEOUS.**

A. Solicitation of funding requests by the ELULS Law School Liaison

Each year, the ELULS Law School Liaison Committee should send a notice to the Dean or designated official from each law school, reminding the school of the availability of funds through block grants and special funding requests. The notice should also include a calendar (an example of which is shown below) and deadlines for receipt of funding applications from the law school for block grants and special funding requests.

B. Carryover of funding

If one or more law schools fail to request a block grant, that school’s share of the block grant funds may be made available to all schools through other funding mechanisms. If special event funds remain unspent, the ELULS Executive Council may elect to allow the money to carry over, or may allocate it for other purposes.

**VI. SAMPLE CALENDAR.**

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity** | **Comment** |
| November 2015 | ELULS approves 2016-2017 budget line items |  |
| January 2016 | Initial letter to law schools soliciting block grant request and special event funding | Must include deadlines for grant letter and special event proposals |
| February 2016 | Receipt of block grant letters | Carry-over funds may be made available for special events funding |
| February 2016 | Receipt of special event funding proposals for 2016-2017 |  |
| March 2016 | ELULS Law School Liaison Committee makes recommendation on special event funding |  |
| Early Summer 2016 | ELULS Executive Council approves block grants and special requests, and sends confirmation letters to the law schools | At start of ELULS fiscal year |
| May – Nov 2016 | Documents for publication in newsletters should be submitted immediately after events |  |
| October 2016 | Letters from law schools explaining how block grant and/or special request funding was spent. |  |

NOTE: Budgeted funds are held by ELULS, and sent to the law schools only after receipt of appropriate documentation.