



**2012
TENNESSEE BAR FOUNDATION
IOLTA GRANT PROGRAM
DESCRIPTION AND APPLICATION**

IMPROVE THE ADMINISTRATION OF JUSTICE

Notes regarding the process:

Repeat Applicants:

Submitted documentation is reviewed thoroughly each year. We are interested in the *current* challenges addressed by the organization. Although word processing programs seductively offer the ability to “cut and paste” from a previous narrative, that process frequently results in errors, particularly as the application format always includes changes. **PROOF CAREFULLY.** While the same or similar verbiage may be retained from year to year, the use of an outdated application or answers to questions not posed for 2012 will not be looked upon favorably.

All Applicants:

Make sure the specific activity for which IOLTA funds may be used is in compliance with the list of General Eligibility Standards (page 2).

Before appending the required signature, make sure the organization has fully reviewed the Grant Agreement (page B) and will comply.

Answer each question and complete the package in the required page order explained on page 4. Note that the submission requirements (below) of the completed application are unyielding and must be followed exactly.

Please do not initiate contact with a member of the Foundation’s Board of Trustees or Grant Review Committee regarding the application. The organization will be contacted if further information is necessary.

HOW TO SUBMIT A COMPLETED IOLTA GRANT APPLICATION:

Completed, **HARDCOPY** applications must be returned by **UNITED STATES MAIL** postmarked no later than **FRIDAY, SEPTEMBER 9, 2011.** **THERE WILL BE NO EXCEPTION TO THIS DEADLINE.**

Applicants should obtain a "Certificate of Mailing" or other proof of mailing and a receipt.

Applications will **NOT** be accepted **ELECTRONICALLY** (email), by **HAND DELIVERY**, by **OVERNIGHT DELIVERY** or by **FAX**.

GRANT PHILOSOPHY

The Tennessee Supreme Court created the IOLTA program in 1984 and approved the use of the funds for three purposes: (1) the delivery of legal services to the poor, (2) student loans, and (3) to improve the administration of justice.

GENERAL ELIGIBILITY STANDARDS

The Board of Trustees will not make grants:

- (1) to political campaigns
- (2) to organizations designed primarily for lobbying
- (3) to support a specific activity that the local, state or federal government has an obligation to fund
- (4) to religious organizations where proselytizing is a part of the service provided.

To be eligible for an IOLTA grant, an organization must:

- (1) be exempt from taxation under Section 501(c)(3) of the United States Internal Revenue Code, as amended; OR
- (2) agree to use the IOLTA grant only for purposes that are charitable or educational within the meaning of Section 501(c)(3) of the United States Internal Revenue Code, as amended; AND
- (3) be an equal employment opportunity employer that does not discriminate on the basis of race, religion, marital status, color, national origin, sex, age or disability.

To be eligible for an IOLTA grant, an organization must follow these procedures:

- (1) submit its application pursuant to the guidelines by **United States mail** postmarked no later than September 9, 2011;
- (2) **respond adequately to any requests for additional information from the Committee;**
- (3) agree to carry out the project for which the IOLTA funds were requested;
- (4) agree that its completed application will be available for public inspection;
- (5) report on the progress of the project for which funds were granted; and
- (6) cooperate with data collection and evaluation requests of the Foundation or its representatives.

The Foundation reserves the right to change the procedures and priorities established in this program as the IOLTA funds grow or diminish and as needs change.

REVIEW PROCEDURE

The initial paper review of applications will be conducted by the Foundation's executive director and the IOLTA Grant Review Committee. The Committee may allow or require individual applicants to appear and make oral presentations. A member of the Committee may contact the person(s) named on the application cover page to request additional information regarding the organization and/or its proposed use of IOLTA funds. Reply promptly to those requests.

At the conclusion of the Committee's review process, its recommendations will be made to the Tennessee Bar Foundation Board of Trustees. The Trustees will make the final decision regarding IOLTA grants and will announce funding decisions in December 2011. The first payment of the 2012 IOLTA grants will be made on January 2, 2012.

IMPORTANT DATES

Applications Available:	August 12, 2011
Application Postmark Deadline:	September 9, 2011
Announcement of Grant Awards:	December 2011
First Payment of Grants:	January 2, 2012

The Board of Trustees plans to make the payment of 2012 IOLTA grants to Improve the Administration of Justice in four, equal, quarterly installments on:

January 2, 2012	In certain cases, such as one-time events, payments may be made in other intervals as determined by the Foundation's executive director in consultation with the recipient.
April 27, 2012	
July 27, 2012	
October 26, 2012	

Each recipient of an IOLTA grant to improve the administration of justice must submit an assessment report, in accordance with the form provided, which describes how 2012 IOLTA funds have been spent, to the Executive Director of the Tennessee Bar Foundation by:

April 20, 2012
July 20, 2012
October 19, 2012
January 25, 2013

The April, July and October payments will not be released until the assessment report has been received. Failure to submit such reports may result in the withholding of further installments of the IOLTA grant.

Application Format

INSTRUCTIONS:

- (1) Prepare the application on 8 1/2" x 11" paper, single sided
- (2) Fasten the application pages securely in a PERMANENT manner (heavy duty staples - preferred, spiral binding - acceptable, etc.) **black "bulldog" clips ARE NOT acceptable**
- (3) Use the "IOLTA Grant Application Cover Sheet" (page A) as the **first/top page**. **DO NOT USE A BINDING PAGE - THE OFFICIAL COVER PAGE MUST BE VISIBLE**.

(4) **Submit the pages of the application in the following order:**

- Cover sheet (page A)
- Grant Agreement (page B)
- Budget Forms (pages C & D)
- Application narrative of questions and answers. First page of NARRATIVE should be numbered "1" - **Number all subsequent pages**.
- List of officers/directors/trustees of the organization with addresses *and term expiration dates*

- (5) Include in the application envelope:
 - a. **2** copies of the most recent **audit or accounting report**.
 - b. **1** copy of **proof of tax-exempt status** (or a statement that the grant will be used only for purposes that are charitable or educational within the meaning of Section 501(c)(3) of the United States Internal Revenue Code)
 - c. **1** copy of **corporate charter**
 - d. **1** copy of **bylaws**
- (6) Submit the original application (clearly marked "original"), **3** application copies and the items above by **United States mail, postmarked no later than Friday, September 9, 2011**. **Applications will not be accepted electronically, by hand delivery, overnight delivery or by FAX.**
- (7) Address the application to: Tennessee Bar Foundation
618 Church Street, Suite 120
Nashville, TN 37219-2456

Application Content

- **REPEAT the questions and answer them AS THOUGH THE READER IS TOTALLY UNFAMILIAR WITH THE ORGANIZATION.**
- Do not answer a question solely by referring to the answer of another question. Answer each question in order, **at that location**, even if information provided elsewhere must be repeated.
- If a question is not applicable, repeat the question (as indicated above) and answer “N/A.”

Application Questions

Mission and Priorities:

- (1) Describe the purpose of the organization (may be broader than the particular project for which funds are sought).
- (2) If the organization is a member of a national or statewide network, to what standards must the organization adhere to continue membership?
- (3) Using statistics or other supporting documentation, state the existence of the problem (in this community) that this program seeks to address.
- (4) Narrowly describe the services the organization will deliver with an IOLTA grant. Will the funds be used to maintain existing services, expand existing services or to support a new service(s)? If used for salaries, NAME the employee and give a description of his/her duties. If the purchase of equipment or printing is proposed, submit a price quote on the vendor's stationery.
- (5) Describe with specificity how the outcomes from the services provided (or the item purchased) will "improve the administration of justice."

Financial Resources:

- (6) List each of the organization's corporate, foundation or governmental funding sources (over \$1,000), the amount and the time period for receipt/use of those funds. DO NOT LUMP THEM TOGETHER. LIST EACH FUNDER.
- (7) In addition to the sources described in answer to Question 6, is a local fundraising campaign or event held? Describe each, list the net amount raised and, if applicable, compare the outcome to the previous year.
- (8) Does the organization have other funding or potential funding sources, including but not limited to a reserve fund or income from investments or an endowment? Quantify and describe.
- (9) Does the organization have an annual audit, review or compilation performed by an outside accountant? If not, how does the board ensure safety of its funds?
- (10) (A) If there is a fee for the services provided by the organization, state the amount.
(B) If the fee is based on a sliding scale, provide the scale and describe how the amount charged an individual client is determined.
- (11) What is the organization's fee-based income? What percentage of clients pay no fee?

Program Management:

- (12) List the names of staff persons with their titles.
- (13) Describe with specificity how the organization will evaluate the effectiveness of the services it will provide with IOLTA funds. Will changes in the lives of clients be measured? Will the organization contact clients after time has passed to determine whether they followed through/if the situation for which assistance was rendered has improved? In addition to clients, will the evaluation process solicit comment from other professionals with whom the organization works (e.g. judges, clerks, state offices, etc.)? If not, explain why.
- (14) Provide data regarding caseloads for the most recent fiscal year or most recent 12-month period. Compare the figures to the preceding year with explanations.
- (15) If the service the organization offers includes the use of trained volunteers (trained to provide the specific mission of the organization, e.g., a mediator, as opposed to an untrained volunteer who might help decorate for the organization's special event):
 - a) How many are currently working with the organization?
 - b) How many were trained in the past fiscal/calendar year?
 - c) When will the next training class be held?
 - d) At present, are there enough volunteers, too many or too few?

Legal Matters:

- (16) Is there a local bar association in the organization's geographic area? Describe how this organization has worked with or plans to work with that bar association, if at all.
- (17) Does the organization have an attorney with whom it may consult? Name him/her.
- (18) If the organization or its employees "advocate" for individuals in or around a courtroom or other legal setting, has the organization consulted with an attorney to insure that such activities are not performed in a manner that would violate laws and court rules prohibiting the unauthorized practice of law, such as TCA 23-3-101 et seq?

Final Issue:

- (19) If there is anything else about the organization or proposed use of an IOLTA grant that the Committee should know, provide a BRIEF statement.

GRANT AGREEMENT

If granted IOLTA funds, _____
(Applicant Organization)

agrees:

- (1) To carry out the project described in this application;
- (2) To report to the Foundation on the progress of the project as required;
- (3) To return to the Foundation any funds not expended or committed for the purposes of the grant within the period stated;
- (4) To allow the Executive Director of the Tennessee Bar Foundation, members of the IOLTA Grant Review Committee or the Board of Trustees to review, in person or otherwise, its actual use of IOLTA funds;
- (5) In some cases, grant payments will be held by the Foundation during the year, pending notice from grantee of the commencement of the specific project. If the project has not commenced, applicant will contact the Executive Director of the Foundation, in writing, by **October 19, 2012**, for guidance regarding the future availability of the award. If that contact is not made, the award may be forfeited;
- (6) The Foundation has no continuing obligation to make subsequent grants or otherwise finance any project of applicant's organization beyond the grant period specified; and
- (7) It is in compliance with each of the General Eligibility Standards of the 2012 Tennessee Bar Foundation IOLTA Grant Program Description and Application.

Date _____

Name of Applicant Organization

Signature of Program Director

Signature of Chair of Board of Directors

BUDGET FORM

Name of Organization _____

Fiscal Year _____ to _____

Please complete the following form on a "grant year" basis, January 1 through December 31. Many organizations operate on a fiscal year, which does not coincide with this "grant year," but must be compared with the information provided by other applicants. Please add notes to this budget if additional explanation is necessary. **ROUND ALL NUMBERS TO THE NEAREST DOLLAR. DO NOT USE CENTS.**

Expenses:	(A) IOLTA Funds Requested	(B) Non-IOLTA funds Anticipated	(C) TOTAL BUDGET (A+B=C)
A. Personnel Costs:			
1. Salaries	\$ _____	\$ _____	\$ _____
2. Benefits & Taxes	_____	_____	_____
B. Non-Personnel Costs:			
1. Space	_____	_____	_____
2. Equipment	_____	_____	_____
3. Supplies	_____	_____	_____
4. Telephone	_____	_____	_____
5. Travel.....	_____	_____	_____
6. Training	_____	_____	_____
7. Other (Specify)	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.....	_____	_____	_____
11.....	_____	_____	_____
12.....	_____	_____	_____
13.....	_____	_____	_____
14.....	_____	_____	_____
C. TOTAL EXPENSES:	\$ _____	\$ _____	\$ _____

SOURCES OF ALL FUNDING
ROUND ALL NUMBERS TO THE NEAREST DOLLAR. DO NOT USE CENTS.

List each type of funding source and amount	(A) IOLTA Program or Project	(B) All Other Programs	(C) TOTAL BUDGET (A+B=C)
1. 2012 IOLTA grant request	\$ _____	\$ _____	\$ _____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
TOTAL REVENUE:	_____	_____	_____