**I**



**2018 IOLTA GRANT PROGRAM**

**IMPROVE THE ADMINISTRATION OF JUSTICE**

**APPLICATION QUESTIONS - I**

* Repeat the questions and answer them AS THOUGH THE READER IS TOTALLY UNFAMILIAR WITH THE ORGANIZATION.
* Do not answer a question 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.”

*(Do not include this page when submitting application.)*

1. Briefly describe the purpose of the organization (may/may not be broader than the project for which funds are sought).
2. Is the organization a member of a national or statewide network? What does the membership network provide?
3. Describe the services the organization will deliver with an IOLTA grant and how they “improve the administration of justice.” Will the funds be used to maintain existing services, expand existing services or to support a new service(s)? [If the purchase of equipment or printing is proposed, submit a price quote on the vendor's stationery.]
4. 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.
5. In addition to the sources described in answer to Question 4, does the organization engage in fundraising? Describe. List the net amount raised and, if applicable, compare the outcome to the previous year.
6. Did the organization have an “audit,” “review” or “compilation” performed in the last year by an outside accountant? If not, how does the board ensure safety of its funds?
7. (A) If there is a fee for the service 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.

(C) What is the organization’s fee-based income? What percentage of clients pay no fee?

1. List the names of staff with titles. Who will provide the IOLTA-supported service?
2. How does the organization evaluate the effectiveness of the services it provides?
3. 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.
4. If the organization’s service 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):
	* + - 1. How many are currently working with the organization?
				2. How many were trained in the past fiscal/calendar year?
				3. When will the next training class be held?
				4. At present, are there enough volunteers, too many or too few?
5. If the organization or its employees “advocate” for individuals in or around a courtroom or other legal setting, what steps have been taken to educate and prevent staff from engaging in the unauthorized practice of law (TCA 23-3-101, et seq)?
6. What national or local trends are emerging in/around the service the organization provides?
7. List three goals that the project utilizing IOLTA funds hopes to achieve during 2018. Note whether each is a maintenance effort or a new initiative.