**IV**



**2018 IOLTA GRANT PROGRAM**

**PROVIDE LEGAL SERVICES**

**(Pro Bono Model)**

**APPLICATION QUESTIONS - IV**

* 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. Describe the purpose of the organization (may or may not be broader than the particular project for which funds are sought).
2. Narrowly describe exactly how an IOLTA grant will be used. Will the funds be used to maintain existing services, expand existing services or support a new service? If used for salaries, NAME the employee and list his/her duties or functions. [If the purchase of equipment or printing is proposed, submit a price quote on the vendor's stationery.]
3. List the names of staff with titles.
4. Are outreach activities or advertising necessary to provide a stream of clients for the organization? If so, describe.
5. Describe financial eligibility for your organization's services and the process for making this determination.
6. How does the program encourage pro bono involvement by attorneys?
7. What subject matter cases are handled by the lawyers who participate in the pro bono program? Do the cases they accept extend beyond the types of cases handled by program staff attorneys (if any)?
8. How many referrals were accepted by pro bono attorneys during the past year? Compare to figures from the preceding year.
9. How many different attorneys on the pro bono list were referred a case in the last year?
10. Describe with specificity how the organization evaluates the effectiveness of the services it provides. Are changes in the lives of clients measured? Does the organization contact clients after time has passed to determine if the situation for which assistance was rendered has improved?
11. List each of the program's corporate, foundation or governmental funding sources (over $1,000), the amount and the time period for use of those funds. DO NOT LUMP THEM TOGETHER. LIST THE NAME OF EACH FUNDER.
12. In addition to the sources described in answer to question 11, does the organization engage in fundraising? Describe. List the net amount raised and compare the outcome to the previous year, if applicable.
13. 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? Describe and quantify.
14. (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.

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

1. What national or local trends are emerging in/around the service the organization provides?
2. 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.