**III**



**2018 IOLTA GRANT PROGRAM**

**PROVIDE LEGAL SERVICES**

**(Staff Attorney Model)**

**APPLICATION QUESTIONS - III**

* 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 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. Describe financial eligibility for the organization’s services and the process for determination.

4. Are outreach activities or advertising necessary to provide a stream of clients for the organization? If so, describe.

5. If applicable, describe how services are provided/allocated among the counties of the catchment area.

(Choose the appropriate question to answer: 6A or 6B)

(6A) For an organization with a budget of less than $1,000,000, list each corporate, foundation or governmental funding source (over $1,000), the amount and the time period for the use of those funds. DO NOT LUMP THEM TOGETHER. LIST EACH FUNDER.

(6B) For an organization with a budget of $1,000,000 or more, list each corporate, foundation or governmental funding source (over $10,000), the amount and the time period for the use of those funds. DO NOT LUMP THEM TOGETHER. LIST EACH FUNDER.

7. In addition to the sources described in answer to question 6A or 6B, does the organization engage in fundraising? Describe. 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 investment or an endowment? Describe and quantify.

9. Describe with specificity how the organization evaluates the effectiveness of the services it provides. Are changes in the lives of clients measured?

10. Describe the way(s) the organization solicits client feedback after a case is concluded. If such feedback is not solicited, explain why not and what methods may have been used in the past.

11. 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.

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

13. 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.