



TO: Potential applicants for IOLTA grant funds  
FROM: Barri Bernstein, Executive Director  
DATE: August 16, 2023  
RE: 2024 IOLTA Grant Application Process

Application materials for the 2024 IOLTA (Interest On Lawyers' Trust Accounts) grant cycle are available below. Completed applications must be submitted in hardcopy, by USPS, with a visible postmark dated no later than September 13, 2023.

**\*\*\*Applications are ENCOURAGED from organizations NEW to the IOLTA program (those that have not applied in the past), as well as current and past recipients.\*\*\***

#### **Information about this year's grant process:**

1. IOLTA awards are made possible from the interest earned on lawyers' pooled trust checking accounts. As such, the dollar amount available to grant will vary from year to year, based on interest rates and economic conditions.

**The Foundation is again optimistic that the total grant amount for 2024 will increase significantly over the 2023 total. This anticipated increase will be allocated through a combination of new grant awards and an increase in grant award amounts to successful applicants.**

*Keep this in mind when determining the grant amount to request.*

2. Narrative answers to application questions are subject to a character count (which will be governed by the document).
3. All materials are provided in PDF format, including an editable PDF for each of the four applications.

#### **Issues for Consideration:**

Applicants more likely to be **DENIED** a grant award are those that:

1. Focus on a community with little use for the service offered, no matter how well organized and well thought out the potential service might be.
2. Show a poorly structured governing board (few members, numerous members employed in the same industry).
3. Show lack of variety in revenue sources (IOLTA funds proposed as the sole source of funding, or lack of indication of efforts to secure other support).
4. Request a grant amount that is drastically out of alignment with IOLTA grant awards to similar organizations and organizations within the same category (*see the list of 2023 awards on this site as a guide, while also considering the increase in available funding for this grant cycle*).

Applications more likely to **RECEIVE** a grant award are those that:

1. Provide a concise, well-written narrative (all applications should be proofread before submission by someone other than the grant writer).
2. Articulate a history of success in the field of work and a pressing need for the services.
3. Show IOLTA funds are not the sole source of support.
4. Meet all the requirements of the format and submission process and respond in a timely manner to any informational requests made by members of the Grant Review Committee.

**Four application formats, keyed to the type of services offered by the organization, are available:**

An organization must select and download the materials, described below, that most closely fit the services that the organization proposes for IOLTA funding support. Grant writers uncertain about the parameters of IOLTA funding or unsure which format to select are urged to call Foundation staff at 800/634.2516 or 615/242.1531. The list of 2023 grantees available on the Tennessee Bar Foundation website also provides specific examples of the types of organizations eligible and most recent grant amounts.

**I – Improve the Administration of Justice**

Organizations tangential to the legal system which seek to have direct, secondary, or eventual beneficial impact on legal processes (generally do not employ lawyers).

**II – Provide Legal Services (LSC–Funded Model)**

Organizations partially funded by the Legal Services Corporation which employ staff lawyers to provide free civil legal assistance to the indigent and which coordinate the services of lawyers who provide pro bono service to the indigent.

**III – Provide Legal Services (Staff Attorney Model)**

Organizations which employ staff lawyers to provide free civil legal assistance to the indigent.

**IV – Provide Legal Services (Pro Bono Model)**

Organizations which coordinate the services of lawyers who provide pro bono service to the indigent.



## 2024 IOLTA GRANT PROGRAM

### PROVIDE LEGAL SERVICES Staff Attorney Model INSTRUCTIONS AND FORMS - III

#### General Guidelines:

Submitted documentation is reviewed thoroughly each year. *Current* challenges addressed by the organization are most relevant. 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. It may be appropriate to use the same or similar verbiage from a prior year, but the use of an outdated application or answers to questions that were not posed for 2024 will not be looked upon favorably.**

1. Make sure the **specific activity** for which IOLTA funds may be used is in compliance with the list of General Eligibility Standards (page 2).
2. Before appending the required signature, make sure the organization has fully reviewed the Grant Agreement (page 7) and will comply.
3. **Answer each question (found in the document “Application III”) and complete the package, in the required page order, explained on page 4, “Application Format.”**
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.

#### Submission Guidelines:

Completed, **HARDCOPY** applications must be returned by **USPS** with a visible postmark dated no later than **SEPTEMBER 13, 2023**. THERE IS 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 via alternative postal delivery services (UPS, Fed Ex, etc.), via FAX, ELECTRONICALLY (via email), or via HAND DELIVERY.

## **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 **USPS** with a visible postmark no later than September 13, 2023;
2. **respond in a timely and complete manner 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.*

## Important Dates and Award Information:

Application Postmark Deadline:  
Announcement of Grant Awards:

September 13, 2023  
December 2023

1. The Board of Trustees will pay 2024 IOLTA grants to Improve the Administration of Justice in TWO, equal, installments on:

January 3, 2024

July 19, 2024

*Note: In certain cases, such as one-time events, payment may be made in other intervals as determined by the Foundation's executive director, in consultation with the recipient.*

2. Awards for 2024 **may** be paid via the ACH (Automated Clearing House) system directly into the bank account of successful applicants. If necessary, information required to make an ACH transaction will be solicited.
3. Each recipient of an IOLTA grant must submit an assessment report, in accordance with the form provided, which describes how 2024 IOLTA funds have been spent, to the Executive Director of the Tennessee Bar Foundation by:

July 12, 2024\*

January 17, 2025

\* The July payment will not be released until the July assessment report has been received.

## Application Format:

1. Fully answer all questions on the cover sheet and subsequent pages. Include all requested attachments (see #5 below).
  - a. Answer all narrative questions AS THOUGH THE READER IS TOTALLY UNFAMILIAR WITH THE ORGANIZATION AND THE TERMINOLOGY USED IN THE ORGANIZATION'S AREA OF EXPERTISE. DEFINE THE TERMS.
  - b. 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.
  - c. If a question is not applicable, answer "N/A."
2. Print the application on 8 1/2" x 11" paper, single sided
3. Fasten the application pages securely in a **PERMANENT** manner (heavy duty staples - preferred, spiral binding - acceptable, etc.) If any other portion of the application (e.g., finance report) is bound in another way, take it apart and use staples. Black "bulldog" clips ARE NOT acceptable.
4. Use Page 5 as the **first/top page**. DO NOT USE A BINDING PAGE - THE OFFICIAL COVER PAGE MUST BE VISIBLE.
5. Submit the pages of the application in the following order for EACH copy:
  - 1) Cover page (page 5)
  - 2) Required Documents list (page 6)
  - 3) Grant Agreement (page 7)
  - 4) Application narrative of questions and answers (begins on page 8)
  - 5) Organization's operating budget (income and expense, summary format)
  - 6) List of officers/directors/trustees of the organization with term dates, business affiliations, and city.
6. Application packet **must** include:
  - a. the original application (clearly marked "original") and **3 application copies**
  - b. **2** copies of the most recent **audit or accounting report**
  - c. **If necessary**, documents listed on page 6 (see instructions on that page)
7. Submit **the items above by USPS**, with a visible postmark no later than September 13, 2023. Applications will NOT be accepted via alternative postal delivery services (UPS, Fed Ex), via FAX, ELECTRONICALLY (via email), or via HAND DELIVERY.
8. Address the application to: Tennessee Bar Foundation  
618 Church Street, Suite 120  
Nashville, TN 37219-2456  
ATTN: IOLTA



2024
TENNESSEE BAR FOUNDATION
IOLTA GRANT APPLICATION

PROVIDE LEGAL SERVICES (Staff Attorney Model) III

This organization is: (check one) \_\_\_ Current grantee \_\_\_ Prior grantee/applicant \_\_\_ New applicant

Name of Organization: \_\_\_\_\_ TIN# \_\_\_\_\_

Organization website: \_\_\_\_\_ Main office located in \_\_\_\_\_ County

Counties where services are provided: \_\_\_\_\_

Address: \_\_\_\_\_

Amount of IOLTA Funds Requested: [ ] Are funds requested for a one-time event? YES NO

Check should be made payable to: \_\_\_\_\_

Questions about this application and the proposed service should be directed to:

\_\_\_\_\_  
(Name) (Title)

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

City: \_\_\_\_\_

Organization Chief Executive Officer: \_\_\_\_\_ (name)

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

City: \_\_\_\_\_

Chair of Board of Directors: \_\_\_\_\_ (name)

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

City: \_\_\_\_\_

Is this a request for: Existing project? \_\_\_ New project? \_\_\_ Project Name (if applicable): \_\_\_\_\_

Brief Project Description: (500 character limit - approx. 70 words)

To be sent a confirmation email when the completed application is received, provide an email address here:

\_\_\_\_\_

## Required Documents

The documents listed below MUST be current and on file with the Tennessee Bar Foundation. Please act according to the proper category below.

A. If the organization has not applied for an IOLTA grant more recently than **2019**, submit ALL listed documents in the application envelope and check the appropriate boxes below.

**OR**

B. If the organization has applied more recently than **2019** AND submitted documents that are still in full force and effect, omit these items from the application envelope and check the appropriate boxes below.

Included  
with application

Submitted  
previously

MANDATORY DOCUMENTS, if not already on file

- 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).
- Corporate charter
- Bylaws



## 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 Grant Review Committee, the Board of Trustees or their designee 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 **June 30, 2024**, 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.
- (7) It is in compliance with the General Eligibility Standards of the 2024 Tennessee Bar Foundation IOLTA Grant Program.

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant Organization

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Signature of Chair of Board of Directors

1. Describe the demonstrated need, within the organization's service area, for the work proposed. Be specific. (2,000 characters maximum - approx. 275 words)

2. Describe the services/program the organization will deliver with an IOLTA grant and the anticipated/ desired outcome of this work. If IOLTA funds will support salaries, include the name of the position and its duties and functions. (2,000 characters maximum - approx. 275 words)

3. Is or has the organization had staffing challenges in the past year (hiring, retention, HR issues)? How have they been handled? (1,500 character maximum -approx. 200 words)

4. If applicable, describe how the organization allocates services among counties of the catchment area.(1,500 character maximum - approx. 200 words)

5. Describe financial eligibility for the organization's services and the process for making this determination. (1,750 character maximum -approx. 250 words)

6. 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.(1,500 character max. -approx. 200 words)

7. List the organization's top ten sources of revenue. Include earned, contract-related, investment-related, and charitable gifts (including 2023 IOLTA grant, if applicable). Identify each by name and amount. (1,500 character maximum - approx. 200 words)

8. Does the organization engage in fundraising? Describe. Include the total net amount raised and, if applicable, compare the outcome to the previous year. (1,500 character maximum - approx. 200 words)

9. Does the organization have funding or potential funding sources including but not limited to a “reserve fund” or income from investments or an endowment? Describe and quantify.(1,500 character maximum -approx. 200 words)

10. Are outreach activities or advertising necessary to provide a stream of clients for the organization?If so, describe. (1,500 character maximum - approx. 200 words)

11. Describe how the organization measures and evaluates the impact of the IOLTA-supported work.(1,500 character maximum -approx. 200 words)

11. Provide any further highlights about the organization or its services, not elicited above, that would inform the work of the Grant Review Committee. (2,000 character maximum - approx. 275 words)

12. Append the organization's current annual operating budget (summary format), including all major income and expense categories.

13. Append a list of the organization's board of directors/trustees, including term dates, business affiliations and city.