



Final Report for FY 16 Grants

Please answer the following questions in order. Answers should be numbered as below. Please limit your report narrative to four pages. If your organization received more than one grant, you must submit a report for each grant.

*Reports are due to Leslie Corbett via email by **September 30, 2016**. Please send electronic copies to grants@iejf.org and Sharon@ltf.org. Please address any questions or concerns to Leslie at 312-938-2381 or lcorbett@iejf.org.*

Implementation Plans and Program Outcomes

- 1) Please briefly state the purpose of the grant.
- 2) Please list the goals and objectives as outlined in the grant request. Assess your organization's performance against the targets you set. Please provide numbers where applicable.
- 3) Did your organization add to or change its planned activities during the grant period? If so, please give information on the conditions that contributed to these changes.
- 4) How many cases did this position/project handle last year? How many people were served?
- 5) How many of these cases were attributable to IEJF funds? How many people were served with IEJF funds? *Please note: Unless the IEJF is your only funding for a project, all of the cases are not attributable to us.*

Evaluation, Accomplishments, and Client Stories

- 6) What do you consider your single most notable organizational or project accomplishment during the grant period as it relates to the IEJF grant?
- 7) How do you define success in relationship to this project? How do you evaluate the effectiveness of your services? Please describe measurement tools used and the outcome of said evaluation.
- 8) If applicable, please share a client story that illustrates the work funded by this grant. These stories help us describe the importance of your work to legislators. Please do not include stories that you have already submitted in past reports. Please discuss the societal impact rather than intricate details of the legal strategy.

Financial Accountability

- 9) On a separate piece of paper, please provide a full accounting of how the IEJF grant funds were spent. Please provide a budget to actual report for the entire project highlighting the IEJF funds. If there were any issues or problems, please include this information as well.
- 10) If your organization has not submitted its most recent annual audit to the IEJF, please include a copy with this report. In addition, if not already submitted:
 - a) Please submit any management letters you may have received in your annual audit, specifically any SAS 115 communications of significant control deficiencies and/or material weaknesses.
 - b) If your organization is required to file A-133 reports, please provide us with a copy of that as well.

Other Information

- 11) If IEJF funds were used to develop brochures, manuals, video, website, etc., please provide copies or relevant screen shots with this report.
- 12) Please include any other attachments of work product (reports, press clippings, written evaluations, etc) that are relevant to the grant on which this report is based.