

**Illinois Armed Forces Legal Aid Network (IL-AFLAN)**  
**A Project of Illinois Equal Justice Foundation**  
Grant Application: 2017

**PRO BONO LEGAL ASSISTANCE**

<b>INSTRUCTIONS</b>
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Please submit applications (this cover page document, the proposal narrative, summary and the required attachments) **electronically** (PDF files preferred) to [grants@iejf.org](mailto:grants@iejf.org) and to [ZZarnow@iejf.org](mailto:ZZarnow@iejf.org) by **March 13, 2017**. You will receive an email receipt within one week.

If you have problems submitting the application and attachments electronically or have questions about the process, please call Zach Zarnow, IEJF Program Director, at 312-938-2106. You can also contact Zach via e-mail at [ZZarnow@iejf.org](mailto:ZZarnow@iejf.org).

<b>COVER PAGE</b>
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<b>Organization</b>	
Mailing Address	
Telephone	
Fax	
Web site	

<b>Program Director</b>	
Title	
Telephone	
E-mail	

<b>Amount Requested</b>	\$
<b>Amount of IEJF Funding Last Received</b>	\$
Summary of Grant Request (1-2 sentences)	

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<b>Eligibility Checklist</b>	<b>X</b>
I hereby certify that the applicant organization:	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Provides services free of charge or on a sliding scale to low-income veterans, active duty military, and their dependents and spouses, defined as those with household incomes of 80% of Chicago AMI or less.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Will not use this funding to provide services to a spouse or dependent that are adverse to the veteran or member of the military.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Will not use this funding to provide services to veterans with a dishonorable discharge.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Will work with non-legal social service providers and networks in the veteran space to make and take referrals.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Has the capacity to screen cases, make referrals, and provide the appropriate level of training and support for volunteers.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Is staffed by someone with substantive legal knowledge who will manage volunteers.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Evaluates the effectiveness of the program, as well as the satisfaction of clients, volunteers, and referring organizations.</li> </ul>	<input type="checkbox"/>

<b>Organizational Qualifications &amp; Assurances</b>		
	<b>YES</b>	<b>NO</b>
Does the applicant maintain tax-exempt status as a not-for-profit organization under Section 501(c) (3)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant maintain malpractice/professional liability insurance coverage for legal staff providing services as a part of the proposed project?	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant extend malpractice/professional liability insurance coverage to volunteer lawyers providing services as part of the proposed project?	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant maintain Directors & Officers insurance coverage for its Board of Directors?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff and volunteer attorneys that provide legal services as a part of the proposed project appropriately licensed to practice law in Illinois?	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have a data security policy in place?	<input type="checkbox"/>	<input type="checkbox"/>
Did the most recently completed audit process result in a management letter that identified significant deficiencies, material weaknesses, or other issues related to financial control?	<input type="checkbox"/>	<input type="checkbox"/>

**On behalf of the applicant organization, I hereby certify that all the information presented above is true.**

<b>Signature</b>	<b>Date</b>
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<b>Required Attachments</b>	<i>Please submit as PDF file(s)</i>	<b>X</b>
▪ <b>Letter from IRS</b> regarding tax exempt status.		<input type="checkbox"/>
▪ <b>Governing board</b> list, with addresses and affiliations.		<input type="checkbox"/>
▪ <b>Audited financial statements</b> for the most recently completed fiscal year.		<input type="checkbox"/>
▪ <b>Any audit management letters, SAS 115 communications of significant control deficiencies and materials weaknesses and any A-133 reports</b> for the most recently completed fiscal year.		<input type="checkbox"/>
▪ <b>Budget to actual income and expense report</b> for most recently completed fiscal year if audit is unavailable and/or if fiscal year end is not June 30.		<input type="checkbox"/>
▪ <b>Operating budget</b> for the grant period.		<input type="checkbox"/>
▪ <b>Project budget for the grant period</b> if applicable.		<input type="checkbox"/>
▪ <b>Fee schedule</b> if program charges fees.		<input type="checkbox"/>

<b>Proposal</b>	<i>Please submit as PDF file(s)</i>	<b>X</b>
<p><b>Narrative:</b> In no more than eight (8) pages, please describe the project or position for which funding is requested. Include specific goals and explain how the activities to be supported will benefit the intended recipients of legal assistance. Be sure to relate the proposal to the <b>evaluation criteria</b> included in the Illinois Armed Forces Legal Aid Network guidelines.</p> <ul style="list-style-type: none"> <li>• <b>Goals and Objectives:</b> Please provide a goal/goals for the project, along with S.M.A.R.T. objectives. Goals are broad, objectives should be Specific, Measurable, Attainable, Relevant, and Time bound. Applicants will be required to report on goals and objectives in the mid-year and final reports. Please see IL-AFLAN Grant Guidelines for more information.</li> <li>• <b>Evaluation Plan:</b> How do you measure and evaluate success for your organization? What data do you currently collect and how? How do you use this to track progress toward goals? What are the biggest opportunities/challenges you face around collecting this data? Who on staff “owns” evaluation activities?</li> </ul>		<input type="checkbox"/>
<p><b>Summary:</b> Include a 1-2 page summary of the proposal narrative. All members of the IL-AFLAN Access to Civil Justice Council receive a copy of this summary.</p>		<input type="checkbox"/>