

**Illinois Equal Justice Foundation**

**Grant Application: 2017**

**SELF-HELP LEGAL ASSISTANCE PROJECTS**

**INSTRUCTIONS**

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 [Sharon@ltf.org](mailto:Sharon@ltf.org) by **August 15, 2016**. 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 Leslie Corbett, IEJF Executive Director, at 312-938-2381. You can also contact Leslie via e-mail at [lcorbett@iejf.org](mailto:lcorbett@iejf.org).

**COVER PAGE**

<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 <i>(1-2 sentences)</i>	

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**PAGE TWO**

<b>Eligibility Checklist</b>	<b>X</b>
I hereby certify that the applicant organization:	
<ul style="list-style-type: none"> <li>▪ Provides or plans to provide legal advice or self-help assistance in areas of law that include problems commonly faced by members of the public (e.g., family law, consumer &amp; credit issues, housing) including areas of law that affect low-income Illinois residents.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Uses licensed attorneys to provide services, who can be supplemented by law students or other non-attorneys acting under the supervision of licensed attorneys, or for legal matters where accredited non-attorney representatives are permitted to provide services (eg., immigration &amp; tax matters), a representative accredited by the appropriate administrative agency to provide services in matters pending before that agency.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Provides or plans to provide legal information that is accessible to the public, in or near a courthouse or other appropriate community facility.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Provides self-help legal assistance services free of charge.</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 attorney staff members who are providing 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>PAGE THREE</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 activities for which funding is requested. Include specific goals and explain how the activities to be supported will benefit the intended recipients of self-help legal assistance. Be sure to relate the proposal to the <b>evaluation criteria</b> included in the Illinois Equal Justice Foundation’s guidelines. <b>If your organization received a grant in 2016 and is seeking a renewal</b>, please include information on how the grant is being used and what services are being provided.</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 IEJF 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 IEJF Board of Directors receive a copy of this summary.</p>		<input type="checkbox"/>