**I**



**2021 IOLTA GRANT PROGRAM**

**IMPROVE THE ADMINISTRATION OF JUSTICE**

**APPLICATION QUESTIONS - I**

* 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. Describe the problem/issue (in this community) that this organization seeks to address.
2. Describe the services the organization will deliver with an IOLTA grant (if the purchase of equipment or printing is proposed, submit a price quote on the vendor's stationery). How will these services address the issue listed in answer to question 1? How will the “administration of justice” be improved?
3. Describe how the organization has been affected by the pandemic. Have the organization’s services or the method of providing those services been altered? Describe.
4. What national or local trends are emerging in/around the organization’s legal work, and how would this work, utilizing IOLTA funds, relate to those trends?
5. Is the organization a member of a national or statewide network? What does the membership network provide?
6. List (with some explanation) the organization’s top five sources of revenue by dollar amount.
7. If not listed in the sources in Question 5, does the organization engage in fundraising? Describe. List the net amount raised and, if applicable, compare the outcome to the previous year. Has the pandemic affected fundraising and/or is it expected to do so in the future?
8. Did the organization have an “audit,” “review” or “compilation” performed in the last year by an outside accountant? If not, how does the board ensure safety of its funds?
9. (A) If there is a fee for the service provided by the organization, state the amount.

(B) If the fee is based on a sliding scale, provide the scale and describe how the amount charged an individual client is determined.

(C) What is the organization’s fee-based income? What percentage of clients pay no fee?

1. List the names of staff with titles. Indicate who will provide the IOLTA-supported service.
2. Provide data regarding caseloads for the project that would be funded by IOLTA (not for all programs of a multi-function agency) for the most recent fiscal year or most recent 12-month period. Compare the figures to the preceding year with explanations.
3. If the organization’s service includes the use of trained volunteers (trained to provide the specific mission of the organization, e.g., a mediator, as opposed to an untrained volunteer who might help decorate for the organization’s special event):
	* + - 1. How many are currently working with the organization?
				2. How many were trained in the past fiscal/calendar year?
				3. When will the next training class be held?
				4. At present, are there enough volunteers, too many or too few?
4. Describe how the organization measures and evaluates the impact of the IOLTA-supported work.