

INTEREST ON LAWYERS TRUST ACCOUNTS PROGRAM

2017-18 Grant Cycle



MISSISSIPPI BAR FOUNDATION, INC.

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INTEREST ON LAWYERS TRUST ACCOUNTS (IOLTA) PROGRAM

Section 1- Program Overview

Since 1984, the Mississippi Bar Foundation, Inc., (MBF) and The Mississippi Bar have worked successfully with members of the Bar and with the banking community to establish the **Interest on Lawyers Trust Accounts (IOLTA) Program**. Lawyers' trust funds, which are small in amount or held for a short period of time, are now established in interest-bearing accounts in participating financial institutions throughout the state. The interest on these accounts is sent to the Mississippi Bar Foundation, Inc., to be used for public purposes under guidelines set forth by the Mississippi Supreme Court and the Internal Revenue Service (IRS).

IOLTA grant funding is made possible as a result of the interest earned from the pooled trust checking accounts of participating attorneys. Available funding is based on many ungovernable factors, including the business cycle and interest rates. Since the 2008 economic recession, IOLTA grant funding declined sharply due to a lack of generated revenues available to fund new IOLTA grantees. Consequently, to ensure some provision of civil legal services were supported throughout the state, the MBF provided several years of continuation funding for grantees. However, as IOLTA revenues slowly begin to rebound, the MBF seeks to solicit new IOLTA grantees for the 2017-18 IOLTA Grant Cycle beginning August 1, 2017, through July 31, 2018.

IOLTA grant funds are strictly for charitable purposes and are intended to address Mississippi's civil legal service needs. **By court order in 1984, the Mississippi Supreme Court designated IOLTA Program funds solely for the following purposes:**

- A. To provide legal aid to the poor;
- B. To provide law-related education programs for the public;
- C. To improve the administration of justice; and
- D. For such other programs for the benefit of the public as are specifically approved from time to time by the Supreme Court of Mississippi for exclusively public purposes.

These five categories are referred to hereafter as the **IOLTA Program Areas** and are further classified into two groups: **Program Area A** (legal aid to the poor) and **Program Areas B-D** (non-legal aid to the poor). **Only Program Areas A, B, and C above are eligible for funding under this 2017-18 IOLTA solicitation.**

Section 2- Eligibility

IOLTA funds are open to sub-divisions of state government including state, county, and municipal units of government, public and private primary and secondary schools, public and private colleges and universities, and 501 (c)(3) nonprofit organizations. Eligible applicants must serve a public, charitable purpose. Grant requests must be consistent with the tax-exempt public purposes prescribed by the MBF and with applicable IRS Code regulations and rulings (including those under Section 501 (c)(3)). Finally, eligible applicants include those agencies proposing project services in or for the benefit of the State of Mississippi.

The Foundation will not make grants to:

- Individual persons;
- Political campaigns;
- Organizations that are designed primarily for lobbying or advocacy;
- Endowment campaigns;
- Continuing legal education programs for lawyers;
- Lawyers in the private practice of law; or
- Organizations whose primary purpose is the provision of law enforcement or correctional services.

The Foundation encourages collaboration among service providers and willingly accepts collaborative proposals from multiple, qualified applicants in a given service area. If one or more applicant agency chooses to collaborate, then one applicant must be designated as the lead agency for the collaborative. Additionally, partnering agencies must execute a *Memorandum of Agreement (MOA)* articulating the roles and responsibilities of each partnering agency, and describe how IOLTA grant funds will be distributed among partners. Cooperative proposals may be submitted in addition to individual program proposals.

Note: If you are a current IOLTA Grantee (2016-17 cycle), then you must be current with all IOLTA progress reporting requirements to receive 2017-18 funding, if awarded.

Section 3- Program Guidelines

All IOLTA grants will be awarded for a period of twelve-months beginning **August 1, 2017, through July 31, 2018**. Funding will be disbursed in quarterly installments unless otherwise approved by the MBF Board of Directors. Approval of quarterly installments shall be dependent upon the grantee

satisfactorily complying with program reporting requirements and any other requests for program-related information made by the MBF and/or its contractors.

Applicants must demonstrate fiscal responsibility, program stability, and an ability to ensure the effective and efficient delivery of quality program services throughout the twelve-month project period.

- All grant recipients are expected to meet the Foundation's criteria by which their projects will be reviewed at least annually and to assist the Foundation in conducting such periodic evaluations when called upon.
- Funds will not be awarded to provide legal assistance with respect to any fee-generating case.
- IOLTA grantees must submit regular reports (quarterly, semi-annual, and/or final) as directed by MBF and/or its contractors.

Section 4- Available Funds

The recent national economic downturn has significantly reduced the amount of funds available for IOLTA grant awards; consequently, the 2017-18 Grant Cycle will be very competitive. MBF anticipates a total of approximately **\$200,000 to \$225,000** in grant funds will be available for the 2017-18 IOLTA grant cycle. Applicants are reminded that MBF reserves the right to increase or decrease grant award amounts for any and all program areas as it determines necessary and in the best interest of the Mississippi IOLTA Program.

Given the limited funding level available this grant cycle, applicants are strongly encouraged to submit well-planned grant proposals that will result in meaningful outcomes for the intended target population(s) as well as programs that can be evaluated for their effectiveness. **Only Program Areas A, B, and C are eligible for funding under the 2017-18 IOLTA solicitation.**

Section 5- Application Submission Requirements

5.1 Application Submission Requirements

Failure to comply with the application submission requirements as discussed in this section will result in immediate disqualification from funding consideration. **Applicants must follow a two-step application submission process as follows:**

Step 1[Hard Copies Only]: Applicants must submit five (5) hardcopies of the completed application to the following:

Attn: Angie Cook
MS Bar Foundation, Inc.
643 N. State Street
Jackson, MS 39202

Step 2 [Electronic Copies Only]: Applicants must submit via email an **electronic copy** of the application both in MS Word & Adobe.pdf to the following people on or before the deadline:

Angie Cook: acook@msbar.org
Kenneth Wheatley: krwheatley@comcast.net
Email Subject Line: 2017-18 IOLTA Grant: [Insert your agency's name]

File Naming format- for the “Grant Narrative” sections:

[Insert your agency's name]_Narrative

Attachments- Multiple items may be included in each of the allowable three Attachments. Applicants **may submit up to three (3) Adobe.pdf files as attachments**. If you do not have the ability to combine your files into a single Adobe.pdf file, then you must submit them as three (3) individual Adobe.pdf grant attachment files using the following file naming format:

[Insert your agency's name]_Attachment_1 of 3
[Insert your agency's name]_Attachment_2 of 3
[Insert your agency's name]_Attachment_3 of 3

ONLY THE EXECUTIVE SUMMARY & GRANT NARRATIVE ARE REQUIRED TO BE SUBMITTED IN A MS WORD FILE & ADOBE.PDF FILE.

Note: Faxed copies will not be accepted.

Note: While multiple items may be included in the three-attachment limit, applicants are strongly discouraged from submitting non-essential items such as brochures, newspaper articles, etc., especially if they result in large electronic files that may present transmission difficulties.

All applicants will receive a confirmation email acknowledging receipt of your application from the IOLTA Grants Director.

5.2 Application Formatting Requirements

Applicants must adhere to all of the following hard copy application formatting requirements for mailed or hand delivered applications (see Step 1 above):

- 11-point font Times New Roman
- Pages must be single-spaced, single-sided, with 1" inch margins
- **Bind each application using the appropriate sized binder clip (Do not staple)**
- Number all pages in the lower right corner
- Place a header located at the top center of each page with the applicant organization's name
- Use section headings and/or subheadings within the body of the narrative to organize presented information
- Place all application attachments in the appendix
- Provide an Appendices Cover Page that lists each item included in your three attachments (Example: **Attachment 1:** MOA, Job description, Resumes, etc. **Attachment 2:** Caseload statistics, Support Letter, Organizational Chart, etc. **Attachment 3:** Financial Statements, IRS 501 (c)(3) letter, etc.)
- Submit legible photocopied materials

Program Area A (Legal Aid to the Poor) proposals are limited to a **10-page narrative limit**, excluding the budget information and appendices.

Program Areas B & C (Non-Legal Aid to the Poor) proposals are limited to a **5-page narrative limit**, excluding the budget information and appendices.

5.3 Application Deadline

The application deadline for both electronic and hardcopies is on or before **12:00 p.m. noon CST, Monday, May 22, 2017.**

Note: All hardcopies must be mailed or hand-delivered so that they are in the hands of MBF staff on or before the 12:00 p.m. noon CST deadline above.

Note: Failure to submit both the five (5) hardcopies and electronic (MS Word & Adobe.pdf) copies by the above deadline will result in immediate disqualification.

5.4 Application Order

The IOLTA grant application must be assembled in the order specified in **Table 2**.

Table 2- Application Order [Electronic & Hard Copies]	
1. IOLTA Grant Application Cover Page <i>(MS Word & Adobe.pdf files)</i>	Items 1 through 5 constitute the “Grant Narrative”
2. Executive Summary <i>(MS Word & Adobe.pdf files)</i>	
3. Project Narrative <i>(MS Word & Adobe.pdf files)</i>	
4. Budget Summary <i>(MS Word & Adobe.pdf files)</i>	
5. Budget Narrative <i>(MS Word & Adobe.pdf files)</i>	
6. Attachments <i>(Adobe.pdf files)</i>	
Attachments 1-3	
Memorandum of Agreement (MOA) (if applicable), IRS 501 (c)(3) determination letter, resumes, job descriptions, organizational chart, the board of directors list, current budget, participant satisfaction survey, and End of Year financial statements, etc.	Limited to 3 Adobe.pdf attachments. You may include multiple items, per attachment, but <u>DO NOT</u> submit non-essential. Be sure to label appendices per Section 5.2.

IOLTA Grant Application Cover Page

Complete the **IOLTA Grant Application Cover Page** by providing the information listed below. A sample of a completed application cover page is attached in **Appendix 1** of this RFP. Create your own cover page using a word processor (MS Word or WordPerfect) and insert your agency's information for categories 1-7 below.

1. Name, address, telephone number, and website of the program/agency making application for funds;

2. Name of the chief administrative/executive officer;
3. Name and telephone number of the chief policy-making officer (Board Chairperson);
4. Name and title of the person preparing this application;
5. Name, telephone number, and email address of the project director;
6. **Requested IOLTA Grant Category:**
 - a. Legal Aid to the Poor;
 - b. Law-Related Education for the Public; or
 - c. Improvement in the Administration of Justice.
7. Total IOLTA funds requested.

Executive Summary

Applicants are directed not to exceed 250 words when writing the **executive summary**, which equates to approximately a half-page of text in an 11-point font. The purpose of the executive summary is to provide a brief overview of the proposed project and to provide brief descriptive information that gives the reader a project orientation. The executive summary must be submitted as a MS Word file & Adobe.pdf file.

Section 6- Grant Narrative Criteria

IOLTA programs can be classified as two types- **Program Area A (Legal Aid to the Poor)** and **Program Areas B-D (Non-legal Aid to the Poor)** projects. This distinction is very important because there are separate grant narrative criteria for Program Area A and Program Area B applicants. Thus, it is critical that applicants respond to the correct set of criteria when preparing your grant narrative. Your responses to **Criterion 6.1 to 6.6 will comprise your grant narrative.**

6.1 Need Statement

(10 points)

Program Area A Applicants (Legal Aid to the Poor):

(A) Provide an overview of your organization and include a discussion of the history, purpose, and scope of your Legal Aid to the Poor program.

(B) Identify the problem(s) or gap(s) in services to be addressed by the proposed program. Identify the proposed target population by stating the number and types of clients to be served. Include in this discussion the criteria by which individuals qualify for legal aid services.

(C) Discuss how you collaborate with other organizations in your target area that provide legal aid to the poor.

(D) Provide in this section a **statistical caseload summary** for the most recent year in which complete statistics are available. Briefly discuss your caseload totals in this section. At a minimum, the caseload summary must provide the following statistical breakdown: **1)** county(ies); **2)** telephone contacts; **3)** full intake and review; **4)** brief counseling; **5)** referrals to other agencies; **6)** litigation; **7)** appeals; and **8)** case referral and placement.

(E) State your project **baseline** for the proposed project.

Note: Baseline data must reflect your most recent twelve (12) months of caseload data. Your project baseline is your current service level. The baseline figure will be used to determine your project goals and objectives. For example, if you state in your statistical caseload summary that you conducted 400 “full intake and reviews” (see D.3 above) during 2016, and you propose as an objective to increase your agency’s intake and review service by 25%, then we would expect you to conduct 500 intakes and reviews as a result of this 2017-18 IOLTA grant request. In summary, you would be stating that this current request for IOLTA funding would enable you to increase your services by 25% over your baseline (i.e., 25% of the baseline figure of 400= 100 new intakes and reviews for a total of 500 intakes and reviews at the end of the 2017-18 grant period).

Program Areas B & C Applicants (Non-legal Aid to the Poor):

- (A)** Provide an overview of your organization and include a discussion of its history and mission.
- (B)** Identify the problem(s) or gap(s) in services to be addressed by the proposed program, including identifying the proposed target population.
- (C)** Discuss how you collaborate with other organizations in your target area that provide the same or similar service(s).
- (D)** If applicable, please state your project **baseline** for the proposed project. (See Above Note Regarding Baseline Data)

6.2 Goals and Objectives

(20 points)

Goals are general statements about what the project is intended to accomplish. Goals should be realistic and achievable over the life of the project. **Objectives** are the specific, measurable, and time-bound statements for accomplishing the stated project goals. Goal and objectives should be organized as illustrated in Appendix 2 of this RFP. The key consideration is for applicants to propose measurable goals and objectives that can be evaluated.

- (A)** State the goal(s) for the proposed project.
- (B)** State measurable objectives for the proposed project.

Note: Applicants must propose achieving project goals and objectives by end of the project period (July 31, 2018).

6.3 Implementation Plan

(30 points)

All applicants must present a detailed discussion of how the proposed project will be implemented so as to convey to the reader a clear picture of how the proposed project will function in order to accomplish its stated goals and objectives.

- (A)** Describe how the proposed project will accomplish the stated project goals and objectives by providing a detailed description of the necessary steps, activities, and/or

processes to be undertaken to accomplish the project goals and objectives during the project period.

(B) Identify and describe the roles and responsibilities of the project director and any other key project staff. Discuss the chain of command for the IOLTA program. Include a current resume for the project director. Include a job description(s) for any position(s) funded in whole or partially by IOLTA grant funds.

- **If you are a Program Area A applicant (legal aid to the poor), then you must discuss the following:** **1)** how legal work is supervised; **2)** how the quality of such legal work is assured; **3)** how you will evaluate the quality of service provided; **4)** procedures for program participants/clients to express any satisfaction or dissatisfaction with services and how such complaints are resolved; and **5)** discuss whether or not you have created and implemented a participant satisfaction survey (If yes, please attach a copy of your survey in the appendix).

(C) Include a project timeline that illustrates when key project activities will occur and discuss who will be responsible for implementing the key tasks.

(D) Include an organizational chart illustrating the placement of the proposed IOLTA funded project within your organizational structure. Place the organizational chart in the appendix, or you may place it within this section if it can be done neatly.

(E) Identify the executive officers of your board of directors in this section of the grant and include a listing of the entire board of directors including their names and terms of office in the appendix section, or you may place it within this section of the narrative if it can be done so neatly.

6.4 Sustainability Plan

(20 points)

Applicants must describe in detail their plans for sustaining the proposed project activities once IOLTA funding has ended.

(A) Please provide a listing of your most recent grants and revenue sources that support your legal aid to the poor activities and/or your IOLTA-related activities (Program Areas B & C, if applicable). **At a minimum, you must identify the following:**

- 1)** Grant and/or revenue funding source(s) name;

- 2) Amount of grant or revenue funding source(s);
- 3) Grant or revenue source funding period(s); and
- 4) Purpose of grant or revenue funding source(s).

(B) Briefly discuss your agency efforts to obtain additional funding support for the proposed project. Discuss how the requested IOLTA funds will be used, including a discussion of whether the funds will be used to maintain existing services, to expand existing services, or fund new services.

(C) Discuss the likely effect upon the program/agency if IOLTA funds are not awarded, and your plans for sustaining the program.

Note: Failure to address Criterion 6.4 (A) will result in automatic disqualification for 2017-18 IOLTA funding consideration. Applicants may display this information in a table within this section of the grant narrative, or you may include it as a table as one of your attachments.

Note: Applicants must also inform MBF, via email to the IOLTA Grants Director, if your agency is awarded any additional grant awards or revenues to support legal aid to the poor services or your other IOLTA-related activities during the interim (after application deadline May 22nd through July 31st).

6.5 Evaluation Plan

(5 points)

Applicants must describe plans for evaluating the proposed project by responding to the requirements listed below.

(A) Discuss how data will be collected for the proposed project, including how often data will be collected and by whom.

(B) Discuss the evaluation tools to be used to collect program data.

(C) Discuss how data will be used to improve program functions during and after the IOLTA grant project period.

(D) Discuss plans for disseminating project evaluation results.

6.6 Budget

(15 points)

Applicants must submit a project budget that is accurate and aligns with the proposed project activities. The budget consists of a budget summary form and a budget narrative, which should be included in the grant narrative instead of in separate files for the electronic submission.

(A) All applicants must complete the appropriate **IOLTA Budget Summary Form** (see Appendix 3).

(B) All applicants must submit an **IOLTA Budget Narrative**. Complete the budget narrative using the following line item order: **A) Personnel, B) Fringe Benefits, C) Travel, D) Equipment, E) Operating Expenses, F) Contractual, G) Other, and GRAND TOTAL** (See Sample Grant Budget Narrative in Appendix 4).

(C) If you are a 501 (c)(3) nonprofit organization, then you must provide a copy of your IRS tax-exempt determination letter as one of your application attachments.

(D) If you are a 501 (c)(3) nonprofit organization, then you must also include the following budget-related documents:

- **Copy of most recent End of year financial statements**

Note: If you request fringe benefits, then you must show each individual fringe benefits rate (see Appendix 4).

Note: Provide the Sub-total amount for each requested line item in the budget narrative (see Appendix 4).

Note: The total funds requested must be the same amount requested on the Budget Summary Form, Budget Narrative, and the Application Cover Page.

Note: The Budget Summary Form is attached in **Appendix 3** for your use. An example of how to write the budget narrative is attached **Appendix 4** of this RFP for your guidance.

Note: Administrative/Overhead costs are unallowable.

Note: End of year financial statements must be scanned and saved to an Adobe.pdf file for the electronic submission.

Section 7. Application Review and Notification

All applications that comply with program requirements as listed in Sections 1 through 6 of this Request for Proposals (RFP) will be reviewed by the MS Bar Foundation Grants Committee. Applications deemed to be the most effective in terms of concept, measurability, and cost effectiveness will be likely candidates for funding consideration under this solicitation, provided that there are not any other disqualifying factors involved. **Applications will be rated using the following scale:**

- Needs Statement (10 points)
- Goals and Objectives (20 points)
- Implementation Plan (30 points)
- Sustainability Plan (20 points)
- Evaluation Plan (5 points)
- Budget (15 points):
 - Budget Summary Forms A or B (5 points)
 - Budget Narrative (10 points)

Points will not be awarded for required application attachments such as the Memorandum of Agreement (MOA) (if applicable), IRS 501 (c)(3)-determination letter, statistical caseload summary, resumes, job descriptions, timeline, organizational chart, the board of directors list, current budget, and the financial statements for previous two years. However, failure to complete and submit any one of these documents may disqualify your application for funding consideration.

Award Notification

MBF will contact all applicants in writing pertaining to the disposition of an eligible application submitted for funding consideration under the 2017-18 IOLTA grant cycle. We anticipate that such notification will be given no later than **July 31, 2017**.

Successful applicants may be required to attend a project directors' meeting.

MBF will not return any submitted applications. Final funding decision rests solely with the MS Bar Foundation.

Appendix 1
Mississippi Bar Foundation
IOLTA Grant Application Cover Page

Sample

1. APPLICANT NAME:	ABC Agency
ADDRESS:	P O Box 2168 Jackson MS 39225
PHONE:	601-948-5234
WEBSITE:	www.abc.org
2. CHIEF ADMINISTRATIVE OFFICER:	Melanie Presley
3. BOARD CHAIRPERSON:	Tom Miller
4. PERSON PREPARING APPLICATION:	Margaret Ann Jackson
5. PROJECT DIRECTOR:	John Doe 601-948-5234 jdoe@abc.org
6. REQUEST CATEGORY:	Administration of Justice
7. AMOUNT OF REQUEST:	\$ 25,000

Appendix 2

How to Organize the Goals and Objectives

These are organizational examples only.

Sample 1

Goal 1: To provide civil legal assistance to indigent persons living in ABC County.

Objective 1.1: To hire two (2) full-time staff attorneys within 30 days of grant award.

Objective 1.2: To conduct two (2) street law clinics per quarter during the 12-month project period.

Objective 1.3: To increase the number of closed cases by July 31, 2018, by a minimum of 10% when compared to the baseline year of 2016 closed cases (N= 200).

Goal 2: To improve the administrative operations of the Magnolia County Drug Court Program.

Objective 2.1: To conduct a formative evaluation of the Magnolia County Drug Court Program by July 31, 2018.

Sample 2

Goal A: To provide law related education to 11th and 12th grade students at ABC High School to increase interest in the legal profession.
Objective A.1: To provide a minimum of eight (8) hours of law related education to one 11th grade class and three 12th grade classes by May 31, 2018.
Objective A.2: At least 25% of 11th grade students and at least 50% of 12th grade students will demonstrate increased knowledge in how to construct a basic legal contract as measured by pre- and post-test assessments by May 31, 2018.
Goal B: To increase knowledge of civil law matters among first-time petitioners in Magnolia County.
Objective B.1: To develop a comprehensive civil law reference manual by July 31, 2018.
Objective B.2: To disseminate a minimum of 2,000 copies of the civil law reference manual to first-time, adult civil petitioners in Magnolia County by July 31, 2018.

APPENDIX 3

Budget Summary Form A

(**Program Area A** Applicants only)

Budget Summary Form B

(**Program Areas B & C** Applicants only)

IOLTA Budget Summary Form A (Legal Aid Providers)

Applicant Agency: [Insert Name]

Fiscal Year: [Insert Fiscal Year Period]

Cost Categories	2017-18 IOLTA Request	LSC Funds	All Other Funds	Total Budget
A. Personnel:				
# Lawyers (____)				
# Paralegals (____)				
# Other Staff (____)				
Personnel Sub-total				
B. Fringe Benefits:				
Fringe Benefit Sub-total				
Personnel & Fringe Benefits Sub-total				
C. Travel:				
In-state Travel				
Out-of-state Travel				
Travel Sub-total				
D. Equipment:				
Equipment Sub-total				
E. Operating Expenses:				
Operating Expenses Sub-total				
F. Contractual:				
Contractual Sub-total				
G. Other:				
Other Sub-total				
GRAND TOTAL				

IOLTA Budget Summary Form B (Non Legal Aid Programs)

Applicant Agency: [Insert Name]

Fiscal Year: [Insert Fiscal Year Period]

Cost Categories	2017-18 IOLTA Request	All Other Funds	Total Budget
A. Personnel			
B. Fringe Benefits			
C. Travel			
D. Equipment			
E. Operating Expenses			
F. Contractual			
G. Other			
GRAND TOTAL			

For Use By Program Areas B & C Applicants Only

Appendix 4

How to Write an Effective Grant Budget Narrative

A. Personnel

List each position to be employed under the grant by title and employee's name, if available, otherwise state, "*To Be Hired* (TBH)." Identify the percentage of time devoted to duties for each position. For example, 100% equals 1 full-time equivalent (FTE) position (40 hrs./wk.), whereas 50% equals 1 part-time FTE position (20 hrs./wk.), and 25% equals 1 part-time FTE position (10 hrs./wk.). If some other percentage is used, then you must identify the number of hours to be worked based on a 40-hour workweek. Identify the rate of pay for each position. Always show the annual salary figure and the monthly rate of pay times the number of project months (usually 12 mos.). Briefly describe the duties for each position and include a job description in the appendix. Finally, always be prepared to justify your requested salaries. Ideally, you should base your requested salaries on the fair market value for the duties outlined for each position.

B. Fringe Benefits

Identify the individual rate, percentage, or monthly cost for each fringe benefit for all positions requested under personnel. Do not lump the fringe benefits into a single percentage. The fringe benefit rate should be applied to the total personnel cost unless the fringe benefit is not applicable to one or more positions. Calculate the fringe benefits rate for all positions paid out of grant funds based upon the gross salary amount.

C. Travel

Divide travel into 3 categories: Out-of-State, In-State, and Local (if applicable). As a guide, you can base mileage, per diem, and lodging expenses on the current federal rate unless your policies state otherwise. Note: If you are a sub-division of state government, your travel rates cannot exceed the approved state/federal rate. You can find the latest rate information online at www.Firstgov.gov, www.dfa.state.ms.gov, or by contacting your financial officer. Show your calculations including the number traveling for each category. Always justify travel requests.

D. Equipment

List project equipment under this line item. Be sure that you know what is considered as equipment by the funding source. With federal grant programs, equipment is anything that has a unit cost greater than five thousand dollars. Justify all equipment requests.

E. Operating Expenses

This line item is sometimes referred to as Supplies or Commodities. Categorize operating expenses as Utilities, Office Supplies, etc. Notice that computers are listed here as a supply cost. You may also consider showing the rate of consumption for certain items, for example, you could show office supplies consumption at \$175/mo in the example below, but then you would need to identify what makes up "office supplies" in the narrative description below.

F. Contractual

Place all contractual positions under this line item. Be sure that you have not confused a contractor with an employee (See IRS guidance). Include the hourly rate of pay and hours agreed upon for contractual work. You may also list other contractual agreements under this line item such as equipment rentals, etc. Always require written and signed contracts with detailed terms such as deliverables, timelines, and compensation, etc.

G. Other

Place all other requested expenses that do not fit the aforementioned line items under this category.

GRAND TOTAL

Add the subtotal for line items A-G to reach the overall project grand total.

- **Using a blank page, and per application formatting requirements, complete your budget narrative in the following line item order:** Personnel, Fringe Benefits, Travel, Equipment, Operating Expenses, Contractual, Other, and GRAND TOTAL. Add as many pages as necessary to complete your budget narrative.
- Only provide budget narrative. Do not attempt to use this section to circumvent the respective grant narrative page limits.
 - Be sure to sub-total each line item
- If you are not requesting funds under a particular line item(s) or sub-line item, then state "\$0.00 requested" or "Not Applicable"
 - **Check your math**

SAMPLE Grant Budget Narrative

Personnel

1 Project Director (100%)	(\$5,000/mo. x 12 mos.)	\$60,000
1 Administrative Assistant (50%)	(\$2,000/mo. x 12 mos. x .5)	\$12,000
1 Attorney (100%)	(\$4,000/mo. x 12 mos.)	<u>\$48,000</u>
Personnel Sub-total		\$120,000

Project Director (Jane Q. Public). This full-time position is responsible for the daily management of the Legal Eagle Project. The Project Director is responsible for submitting all fiscal and programmatic reports to MBF, as well as providing legal services. A detailed job description for this position is attached in Appendix A. Funding for this position in the amount of **\$60,000 per year** is requested from IOLTA funds.

Administrative Assistant (John Doe). This part-time position is responsible for performing office clerical duties such as typing, answering phones, ordering supplies, greeting clients. This position reports directly to the Project Director. A detailed job description for this position is attached in Appendix A. Funding for this position in the amount of **\$12,000 per year** is requested from IOLTA funds.

Attorney (To Be Hired). This full-time position is responsible for the daily implementation of the law clinic, which includes performing all clinic legal work such as preparing contracts, reviewing wills, mediation, and litigation. A detailed job description for the Attorney position is attached in the Appendix A. Funding for this position in the amount of **\$48,000 per year** is requested IOLTA funds.

Fringe Benefits

Social Security (FICA) (7.65%)	(\$120,000 x 7.65%)	\$9,180
Retirement (10.75%)	(\$120,000 x 10.75%)	\$12,900
Unemployment (2%)	(\$120,000 x 2%)	\$2,400
Health Insurance (\$450/mo.)	(\$450/mo. x12 mos. x 2.5)	<u>\$13,500</u>
Fringe Benefits Sub-total		\$37,980

Fringe benefits are for each full- and part-time employee per our policies and procedures. A total of **\$37,980** is requested from IOLTA funds.

Travel

Out-of-State:

Commercial Airfare	(\$350 x 2 staff members x 2 trips)	\$1,400
Lodging	(\$115/night x 6 nights x 2 staff members)	\$1,380
Per diem	(\$35/day x 8 days x 2 staff members)	\$560
Taxi	(\$50 x 2 staff members)	<u>\$100</u>
Subtotal		\$3,440

- Out-of-State travel costs are requested for the Project Director and one staff attorney to attend **2 mandatory trainings**: Annual LSC grantee meeting in Washington, DC and the ABA Annual Meeting in San Francisco, CA.

In-State:

Mileage	(600 miles at \$.50/mile)	\$300
Lodging	(\$75/night x 4 nights x 2 staff members)	\$600
Per diem	(\$30/day x 6 days x 2 staff members)	<u>\$360</u>
Subtotal		\$1,260

- In-State travel costs are requested for the project staff to attend MS Bar Foundation meetings and continuing education conferences.

Local:

Mileage	(500 miles x \$.50/mi.)	<u>\$250</u>
Subtotal		\$250

- Local travel costs are requested for project staff to carryout legal clinic workshops throughout the Hinds County.

Travel Sub-total **\$4,950**

Equipment

(1) Digital Whiteboard Display Unit

Digital Whiteboard Display Unit- is requested so that project staff can display Legal Eagle clinic information at our center and at the various clinic sites. Competitive bids will be taken to ensure quality and cost effectiveness. A total of **\$5,500** is requested from IOLTA funds.

Equipment Sub-total	<u>\$5,500</u>
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Operating Expenses

Utilities:

Rent (\$1,000/mo. x 12 mos. x .5)	\$6,000
Telephones (\$500/mo. x 12 mos.)	<u>\$6,000</u>
Subtotal	\$12,000

Office Supplies:

Paper	\$500
Pens and pencils	\$200
Postage	\$800
Copying	\$600
Desktop computers (2 x \$600/computer)	<u>\$1,200</u>
Subtotal	\$3,300

Operating Expenses Sub-total	\$15,300
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Utilities:

Rent is requested to cover expenses for the law clinic office space located at 1234 Any place, MS. The law clinic occupies 50% of the 1,200 square foot of office space in a downtown office complex. A total of **\$6,000** is requested from IOLTA funds.

Telephone costs are requested to cover expenses associated with the law clinic referrals line. Services include local and long distance services with unlimited calls at \$500 per month. A total of **\$6,000** is requested from IOLTA funds.

Office Supplies: Office supplies are requested for items such as paper, pens and pencils, postage, photocopying, and 2 desktop computers project staff to support law clinic services. A total of **\$3,300** is requested from IOLTA funds.

Contractual

1 Ph.D level evaluator	(\$100/hr. x 75 hrs.)	\$7,500
1 Court Reporter	(\$35/hr. x 100 hrs.)	\$3,500
1 Color Copies	(\$115/mo. x 12 mos.)	<u>\$1,380</u>
Contractual Sub-total		\$12,380

Evaluator: Funds are requested to conduct a comprehensive program evaluation using the services of a Ph.D level evaluator. The evaluator will conduct quantitative and qualitative evaluation processes to assess the effectiveness of law clinic services. The hourly rate of pay for this project consultant is \$100 per hour. A total of **\$7,500** is requested from IOLTA funds.

Court Reporter: A court report is requested for assist with depositions. The contracted reporter will be a certified reporter to be compensated at a rate of \$35 per hour. A total of **\$3,500** is requested from IOLTA funds.

Color Copier: A high volume color copier is requested so that project staff can produce high-quality literature such as brochures, pamphlets, and fliers to dissemination project information throughout our target area. A total of **\$1,380** is requested from IOLTA funds.

Other

Law Library Insurance	(\$50/mo. x 12 mos.)	\$600
Law Journal Subscription Fee	(\$100/mo. x 12 mos.)	\$1,200
Mock Trial Team Fee	(\$75/person x 6 people)	<u>\$450</u>
Other Sub-total		\$2,250

Law Library Insurance: Funds are requested to maintain insurance for our vast law library, which is used by staff attorneys, law school interns, and it is also open to the public. A total of **\$600** is requested from IOLTA funds.

Law Journal Subscription Fee: Funds are requested to ensure that the latest law journals are available to our staff attorneys, law school interns, and paralegal staff through an annual subscription. A total of **\$1,200** is requested from IOLTA funds.

Mock Trial Team Fee: Funds are requested to register six Mock Trial Team members for the fall ABA Mock Trial competition. The 2010 registration fee is \$75 per person. We are sending three staff attorneys and three law school interns to the fall 2010 competition. A total of **\$450** is requested from IOLTA funds.

PROJECT GRAND TOTAL	\$198,360
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This is sample only to illustrate how to write an effective budget narrative. Other funding inferences should not be made based on the fictitious number presented herein.