



## **INTEREST ON LAWYERS TRUST ACCOUNTS PROGRAM (IOLTA)**

### **REQUEST FOR PROPOSALS 2021-2025 IOLTA Grant Cycle**

**Deadline: April 23, 2021, 12:00 PM CST**

Release Date: Monday, March 15, 2021

Post Office Box 2168  
Jackson, MS 39225-2168  
601-948-5234  
[www.msbar.org](http://www.msbar.org)



## **IOLTA- REQUEST FOR PROPOSAL**

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## **INTEREST ON LAWYERS TRUST ACCOUNTS PROGRAM OVERVIEW AND PROPOSAL SUMMARY**

### **Section 1- Overview and Proposal Summary**

Since 1984, the Mississippi Bar Foundation, Inc. (The Foundation) and The Mississippi Bar (MB) 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 short periods 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 Foundation to be used for public purposes under guidelines set forth by the Mississippi Supreme Court and the Internal Revenue Service (IRS).

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 four (4) categories are referred to hereafter as the **IOLTA Program Areas**.

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 external factors such as business cycles and interest rates. *The Foundation seeks to solicit new IOLTA grantees for a 4-year funding period under the 2021-25 IOLTA Grant Cycle beginning August 1, 2021, through July 31, 2025, contingent upon available grant funds.*

Successful applicants are reminded that continuation funding under this multi-year grant is contingent upon the grantee's satisfactory compliance with all programmatic and financial reporting requirements; compliance with any other requests for program-related information made by The Foundation and/or MBF Grants Director; and the availability of IOLTA grant funds.

Applicants/grantees are reminded that The Foundation reserves the right to terminate current IOLTA grant funding periods as well as to suspend and/or terminate any subsequent continuation grant funding periods under this multi-year grant program at its discretion.

## **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 Foundation and with applicable IRS Code regulations and rulings (including those under Section 501 (c)(3)). Additionally, all nonprofit grant recipients must be currently registered with the MS Secretary of State Office, and maintain such registration throughout the contracting period. Finally, eligible applicants are those agencies proposing project services in and for the benefit of the citizens of Mississippi.

### **The Foundation will not approve nor award grants to:**

- Individual persons;
- Political campaigns;
- Organizations that are designed primarily for lobbying publicly elected officials or special interest advocacy;
- Endowment campaigns;
- Continuing legal education programs for lawyers;
- Lawyers in the private practice of law;
- Organizations whose primary purpose is the provision of law enforcement or correctional services; or
- Organizations that discriminate in providing services including both IOLTA-funded and non IOLTA-funded services.

The Foundation encourages collaboration among service providers and willingly accepts collaborative proposals from multiple, qualified applicants in a given service area. If one (1) 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 your organization is a current IOLTA Grantee (2018-21 Cycle), then the organization MUST be current with all IOLTA progress reporting requirements in order to submit a new request for proposal.

### **Section 3- Program Guidelines**

IOLTA grants will be awarded for forty-eight months beginning **August 1, 2021, through July 31, 2025, contingent upon funds availability and program compliance.** Funding will be disbursed in quarterly installments unless otherwise approved by The Foundation's Board of Directors. *Approval of quarterly installments shall be dependent upon the grantee's satisfactory compliance with all program reporting requirements; any other requests for program-related information made by The Foundation and/or the MBF Grants Director; and available funds.*

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

- All grant recipients are expected to meet The Foundation's criteria by which their projects will be reviewed and to assist The Foundation in conducting periodic evaluations when called upon.
- Funds will not be awarded to provide legal assistance with respect to any fee-generating cases.
- IOLTA grantees must submit regular reports (quarterly, semi-annual, and/or final) as requested by The Foundation.
- The Foundation believes no person should be excluded from services or volunteer participation on the basis of a legally protected classification. For this reason, The Foundation will not fund organizations that engage in such unlawful discrimination, and unlawful discrimination by grantees will result in termination of funding.
- No funds awarded through this grant program shall be used for lobbying or any other activities designed to influence any legislation pending before local, state, or federal elected officials.

### **Section 4- Available Funds**

The Foundation *anticipates* a total of approximately \$450,000 to \$600,000 in funds will be available for the 4-year IOLTA Grant Cycle (2021-25). This means that approximately \$450,000 to \$600,000 may be available annually during the 4-year funding cycle (2021-22, 2022-23, 2023-24, & 2024-25).

**The average individual grant award may range between approximately \$7,500/yr. to \$15,000/yr. The Foundation reserves the right to increase and/or decrease all grant award amounts, including not awarding any funds, for any and all program areas as it determines necessary and in the best interest of the Mississippi IOLTA Program. Additionally, The Foundation reserves the right to suspend and/or terminate funding for all subsequent continuation funding periods; moreover, should The Foundation suspend and/or terminate funding, then all unspent funds during the current grant year must be returned/refunded to The Foundation within thirty (30) days.**

Given the limited funds available for each year of the multi-year grant cycle, applicants are strongly encouraged to submit well-planned grant proposals in scope and scale that are commensurate with available funding and that will result in meaningful outcomes for the intended target population(s). Applicants are also reminded that programs may be evaluated for their effectiveness.

## **Section 5- Proposal Submission Requirements**

### **5.1      Proposal Submission Requirements**

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

**Step 1: [Hard Copies Only]:** Applicants must submit **five (5) hardcopies** of the completed proposal to the following on/or before the deadline:

MS Bar Foundation, Inc.  
Attn: Patrick Johnson  
643 North State Street  
Jackson, MS 39202

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

MS Bar Foundation, Inc.  
Patrick Johnson: [pjohnson@msbar.org](mailto:pjohnson@msbar.org) or  
Kenneth Wheatley: [krwheatley@comcast.net](mailto:krwheatley@comcast.net)

**File Naming format-** for the “Grant Narrative” section: **[Insert your agency's name]\_Narrative.**

**Applicants may submit up to five (5) Adobe.pdf files as attachments.** Multiple items may be included in each of the five (5) allowable Attachments using Adobe’s bundling feature to combine multiple files into a single Adobe.pdf file; however, if you do not have the ability to combine your files into a single Adobe.pdf file, then you must submit them as five (5) individual Adobe.pdf grant attachment files using the following file naming format:

[Insert your agency's name]\_Attachment\_1 of 5  
[Insert your agency's name]\_Attachment\_2 of 5  
[Insert your agency's name]\_Attachment\_3 of 5  
[Insert your agency's name]\_Attachment\_4 of 5  
[Insert your agency's name]\_Attachment\_5 of 5

**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.
- While multiple items may be included in the 5-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.
- Applicants will receive a confirmation email acknowledging receipt of your application from The Foundation.

## **5.2 Proposal Formatting Requirements**

**Applicants must adhere to all of the following hard copy proposal formatting requirements (see Step 1 above):**

- 12-page narrative limit (budget forms & budget narrative excluded)
- 11-point font Times New Roman
- Pages must be single-spaced (1.15 or 1.5), single-sided, with 1" inch margins
- **Bind each proposal 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 proposal attachments in the appendix
- Provide an *Appendices Cover Page listing each attachment:*
  - **Attachment 1:** Supreme Court Certification Form
  - **Attachment 2:** MOA, Resumes, Job descriptions, etc.
  - **Attachment 3:** Caseload statistics, Organizational Chart, Support Letter(s), etc.
  - **Attachment 4:** IRS 501 (c)(3) certification letter, Financial Statements, etc.
  - **Attachment 5:** Proof of charity registration with MS Secretary of State Office (if applicable)
- Submit legible scanned/photocopied materials

## **5.3 Proposal Deadline**

**The request for proposal deadline for both electronic and hardcopies is on/or before 12:00 p.m. noon CST, Friday, April 23, 2021.**

**Note:**

- All hardcopies must be mailed or hand-delivered so that they are in the hands of The Foundation staff before or no later than 12:00 p.m. noon CST.
- 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 Request for Proposal Order

The IOLTA request for proposal must be assembled in the order specified in **Table 2**.

<b>Table 2- Proposal Order [Electronic &amp; Hard Copies]</b>	
1. IOLTA Request for Proposal: Cover Page <i>(MS Word &amp; Adobe.pdf files)</i>	<b>Items 1 through 5 constitute the “Grant Narrative”</b>
2. Executive Summary <i>(MS Word &amp; Adobe.pdf files)</i>	
3. Project Narrative <i>(MS Word &amp; Adobe.pdf files)</i>	
4. Budget Summary <i>(MS Word &amp; Adobe.pdf files)</i>	
5. Budget Narrative <i>(MS Word &amp; Adobe.pdf files)</i>	
6. Attachments <i>(Adobe.pdf files)</i>	
<b>Attachments 1-5</b>	
<ul style="list-style-type: none"><li>• MS Secretary of State Charity Registration proof (if applicable);</li><li>• IRS 501 (c)(3) determination letter (if applicable);</li><li>• Memorandum of Agreement (MOA) (if applicable);</li><li>• Resumes, job descriptions, and organizational chart;</li><li>• The board of directors list, and current budget;</li><li>• Participant satisfaction survey, and</li><li>• End of Year financial statements, etc.</li></ul>	<b>Limited to five (5) Adobe.pdf attachments. You may include multiple items, per attachment, but DO NOT submit non-essential documents. Be sure to label appendices per Section 5.2.</b>

## **1. IOLTA Request for Proposal: Cover Page**

Complete the **IOLTA Request for Proposal: Cover Page** by providing the information listed below. A sample of a completed proposal 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.

- Applicant name, mailing & physical address, telephone number, and website;
- Name of the chief administrative/executive officer;
- Name and telephone number of the chief policy-making officer (Board Chairperson);
- Name and title of the person preparing this request for proposal;
- Name, telephone number, and email address of the Project Director;
- *Requested IOLTA Grant Category:*
  - 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; or**
  - 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.**
- Total IOLTA funds requested for the multi-year project period.

## **2. Executive Summary**

Applicants are directed not to exceed 300 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- Project Narrative Criteria**

Your responses to **Criterion 6.1 to 6.6** will comprise your grant narrative.

- (A)** Provide an overview of your organization and include a discussion of the history, purpose, and scope of your legal aid to poor.

**(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. **Include in this discussion how the COVID-19 pandemic has impacted your ability to serve your clients.**

**(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) served; 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 or available twelve (12) months of data. Your project baseline is a measure of your service level for a selected period of time. The baseline figure will be used in determining your project goals and objectives.

## **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 during 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 are commensurate with requested funds and that can be evaluated.

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

**(B)** State measurable objectives for the proposed project.

**Note:**

- **How to use your baseline to write measurable objective statements.** For example, if you state in your statistical caseload summary that you conducted 400 “full intake and reviews” (see D.3 above) during 20XX, and you propose as an objective to increase your agency’s “full intake and review” service delivery by 20%, then we would expect you to conduct a total of at least 480 “full intake and reviews.” In other words, you will be stating that this current request for IOLTA funding will enable you to increase your service provision by 20% over your baseline service level at the end of the 4-year project period. For example, 20% of the baseline figure of 400= 80, thus, 80 new “full intake and reviews” will occur for a total of 480 “full intake and reviews” at the end of the grant period. Remember, you will be providing the proposed services for each year of the multi-year grant period. Applicants are advised to gradually increase proposed service numbers/percentages each year of the grant; thus, in the above example you could propose a 5% increase each year for a 20% total increase at the end of four years as follows: Year 1 (5%, N= 420), Year 2 (5%, N= 440), Year 3 (5%, N= 460) and Year 4 (5%, N=480).
- **Due to COVID, applicant may propose smaller service numbers for Year 1 (2021-22) and gradually increase the proposed service numbers for the remaining periods- Years 2 through Year 4.**
- **Applicants must propose achieving project goals and objectives by July 31<sup>st</sup> of each year of the multi-year project period.**

**6.3 Implementation Plan (35 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. **Applicants must address in detail how project services will be provided in light of any current COVID-19 public health guidelines and/or other state mandates. Applicants must demonstrate how it plans to ensure the safety of its clients and staff.**
- (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.

**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; and **4)** procedures for program participants/clients to express any satisfaction or dissatisfaction with services and how such complaints are resolved.

- (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 (15 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 proposed IOLTA-related activities). **At a minimum, you must identify:**
  - 1)** Grant and/or revenue funding source(s);
  - 2)** Amount of grant or revenue received by 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) above will result in automatic disqualification for funding consideration. Applicants may display this information in a table within this section of the grant narrative.**

- **Applicants must also inform The Foundation, via email to the IOLTA Grants Director, if your agency is awarded any additional grant awards or revenues to support your proposed IOLTA project during the interim period. The interim period referred to herein is the time period between the request for proposal deadline through July 31<sup>st</sup>.**

## **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 the **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 **YEAR X GRAND TOTAL**  
(See Sample Grant Budget Narrative in Appendix 4).
- (C) If you are a 501 (c)(3) nonprofit organization, then you must provide as attachments a copy of your IRS tax-exempt determination letter and proof of your charity registration with the MS Secretary of State Office.
- (D) If you are a 501 (c)(3) nonprofit organization, then you must also include the following budget-related documents as an attachment:
  - **Copy of most recent end of year financial statements.**

**Note:**

- If you request fringe benefits, then you must show each individual fringe benefits rate. Please do not lump the fringe benefit amount/percentages into one figure. (see Appendix 4).
- Provide the Sub-total amount for each requested line item in the budget narrative (see Appendix 4).
- The total funds requested must be the same amount requested on the Budget Summary Form, Budget Narrative, and the Proposal Cover Page.
- 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.
- **Administrative/Overhead costs are unallowable.**
- End of year financial statements must be scanned and saved to an Adobe.pdf file for the electronic submission.
- The budget narrative for all four budget periods (2021-22, 2022-23, 2023-24, and 2024-25) is limited to a total of twelve (12) pages.

**Section 7. Request for Proposal Review and Award 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 (35 points)
- Sustainability Plan (15 points)
- Evaluation Plan (5 points)
- Budget: (15 points)- for a total of (100 points)
  - Budget Summary Form (5 points)
  - Budget Narrative (10 points)

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

## **Award Notification**

- The Foundation will contact all applicants in writing pertaining to the disposition of an eligible proposal submitted for funding consideration no later than **July 15, 2021**. The Foundation will not return submitted proposal.
- Successful applicants may be required to attend a grants implementation and a project directors' meeting.
- Final funding decision rests solely with The Foundation.
- Successful applicants are reminded that continuation funding under this multi-year grant is contingent upon the grantee's satisfactory compliance with all programmatic and financial reporting requirements; compliance with any other requests for program-related information made by The Foundation and/or the MBF Grants Director; and the availability of IOLTA grant funds.
- Finally applicants/grantees are reminded that The Foundation reserves the right to terminate current IOLTA grant funding periods as well as the right to suspend and/or terminate any subsequent continuation grant funding periods under this multi-year grant program at its discretion.



Should you have any additional questions, please contact the following:

Patrick Johnson, IOLTA Coordinator  
601-948-5234  
[pjohnson@msbar.org](mailto:pjohnson@msbar.org)

Kenneth Wheatley, MBF Grants Director  
601-260-4396  
[krwheatley@comcast.net](mailto:krwheatley@comcast.net)

## Appendix 1

### Mississippi Bar Foundation IOLTA Request for Proposal: Cover Page

#### SAMPLE

- 1. APPLICANT NAME:** ABC Agency
- ADDRESS:** 1234 Front Street, Suite 1  
P. O. Box 2168  
Jackson MS 39225-2168
- PHONE:** 601-948-5234
- WEBSITE:** www.abc.org
- 2. CHIEF ADMINISTRATIVE OFFICER:** Jane Doe
- 3. BOARD CHAIRPERSON:** Tom Q. Public
- 4. PERSON PREPARING APPLICATION:** Jane Doe
- 5. PROJECT DIRECTOR:** John Q. Citizen  
601-948-5234  
jqcitizen@abc.org
- 6. REQUEST CATEGORY:** Administration of Justice
- 7. AMOUNT OF REQUEST:** \$10,000

## Appendix 2

### How to Organize the Goals and Objectives

#### SAMPLE

*These examples are given only to illustrate how to organize/format your goals and objectives.*

#### 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, 2019, by a minimum of 10% when compared to the baseline year of 2017 closed cases (N= 200).

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

**Objective 2.1:** To conductive a formative evaluation of the Magnolia County Drug Court Program by July 31, 2019.

#### 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, 2019; May 31, 2020; and May 31, 2021.

**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, 2019; May 31, 2020; and May 31, 2021.

**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 December 31, 2019.

**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, 2019; July 31, 2020; and July 31, 2021.

**APPENDIX 3**

**Budget Summary Form**

**Applicant Agency:** [Insert Name]

**Fiscal Year:** [Insert Fiscal Year Period]

Cost Categories	2021-22 IOLTA Request	2022-23 IOLTA Request	2023-24 IOLTA Request	2024-25 IOLTA Request	LSC Funds (if applicable)	All Other Funds	Total Budget
<b>A. Personnel:</b>							
# Lawyers ( )							
# Paralegals ( )							
# Other Staff ( )							
<b>Personnel Sub-total</b>							
<b>B. Fringe Benefits:</b>							
Fringe Benefit Sub-total							
Personnel/Fringe Benefits Sub-total							
<b>C. Travel:</b>							
In-state Travel							
Out-of-state Travel							
<b>Travel Sub-total</b>							
<b>D. Equipment:</b>							
<b>Equipment Sub-total</b>							
<b>E. Operating Expenses:</b>							
<b>Operating Expenses Sub-total</b>							
<b>F. Contractual:</b>							
<b>Contractual Sub-total</b>							
<b>G. Other:</b>							
<b>Other Sub-total</b>							
<b>GRAND TOTAL</b>							

## Appendix 4

### How to Write an Effective Grant Budget Narrative

#### INSTRUCTIONS & SAMPLE 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](http://www.Firstgov.gov), [www.dfa.state.ms.gov](http://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 listed line items under this category.

**YEAR X 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 **Year X 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"
- **Repeat the budget narrative for all subsequent years of a multi-year grants**
- **Check your math**

**SAMPLE**

**Budget Narrative Year X**  
**(Repeat for Year 1, Year 2, Year 3, Year 4)**

**Personnel:**

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

**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 The Foundation, 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>
<b>Fringe Benefits Sub-total</b>		<b>\$37,980</b>

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

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>
<b>Subtotal</b>		<b>\\$1,260</b>

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.)	\$250
	<b>Subtotal</b>	<b>\$250</b>

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** \$5,500

## **Operating Expenses**

<i>Utilities:</i>	Rent (\$1,000/mo. x 12 mos. x .5)	\$6,000
	Telephones (\$500/mo. x 12 mos.)	<u>\$6,000</u>
	<b>Subtotal</b>	<b>\$12,000</b>
 <i>Office Supplies:</i>		
	Paper	\$500
	Pens and pencils	\$200
	Postage	\$800
	Copying	\$600
	Desktop computers (2 x \$600/computer)	<u>\$1,200</u>
	<b>Subtotal</b>	<b>\$3,300</b>
	<b>Operating Expenses Sub-total</b>	<b>\$15,300</b>

### **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>
	<b>Contractual Sub-total</b>	<b>\$12,380</b>

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

**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 (3) law school interns to the competition. A total of **\$450** is requested from IOLTA funds.

**YEAR X GRAND TOTAL**      **\$198,360**

**Note:** Repeat the budget narrative format for each year of the four-year project period

*This is sample only to illustrate how to write an effective budget narrative. Other funding inferences should not be made on the fictitious numbers presented herein.*