

## **Illinois Equal Justice Foundation Final Report for FY 08 Grants**

*Please answer the following questions in order. Answers should be numbered as below. Please limit your report narrative to four pages.*

*If your organization received more than one grant, you must submit a report for each grant.*

*Reports are due to Leslie Corbett, IL Equal Justice Foundation, 180 N. Stetson, Suite 820, Chicago, IL 60601 and must be postmarked by **September 30, 2008**. Fax and e-mail submissions will not be accepted. If you plan to drop off your proposal in person, please contact Ms. Corbett a day in advance as your name must be submitted to security.*

### **Implementation Plans and Program Outcomes**

- 1) Please briefly state the purpose of the grant.
- 2) Please list the goals as outlined in the grant request. Assess your organization's performance against the targets you set. *If you are reporting on a planning grant, is the project now at implementation stage? Why or why not?*
- 3) Did your organization add to or change its planned activities during the grant period? If so, please give information on the conditions that contributed to these changes.
- 4) How many cases did this position/project handle last year? How many people were served?
- 5) How many of these cases were attributable to IEJF funds? How many people were served with IEJF funds?

### **Accomplishments and Client Stories**

- 6) What do you consider your single most notable organizational or project accomplishment during the grant period as it relates to the IEJF grant?
- 7) How do you evaluate the effectiveness of your services? Please describe measurement tools used and the outcome of said evaluation.
- 8) Please share one case/client story to illustrate your organization's use of IEJF funds.

### **Financial Accountability**

- 9) On a separate piece of paper, please provide a full accounting of how the IEJF grant funds were spent. If there were any issues or problems, please include this information as well.
- 10) If your organization has not submitted its most recent Annual Audit to the IEJF, please include a copy with this report. In addition:
  - a) Please submit any management letters you may have received in your annual audit, specifically any SFAS 112 communications of significant control deficiencies.
  - b) If your organization is required to file A-133 reports, please provide us with a copy of that as well.

### **Other Attachments**

- 11) If IEJF funds were used to develop brochures, manuals, video, website, etc., please provide copies or relevant screen shots with this report.
- 12) Please include any other attachments of work product (reports, press clippings, written evaluations, etc) that are relevant to the grant on which this report is based.