



Grant Application: 2010

CIVIL LEGAL ASSISTANCE

COVER PAGE

Organization	
Mailing Address	
Telephone	
Fax	
Web site	

Program Director	
Title	
Telephone	
E-mail	

Amount Requested	\$
Priority Area <i>(Circle one or more)</i>	1) Legal Assistance for Families in Crisis a) Family Law b) Consumer Law c) Housing Law d) Veteran's Benefits e) Disability Benefits 2) Legal Assistance for Older Illinoisans 3) Planning Grant
Summary of Grant Request <i>(1-2 sentences)</i>	

Eligibility Checklist		X
I hereby certify that the applicant organization:		
<ul style="list-style-type: none"> ▪ Is exempt from taxes under 501(c)(3) of the Internal Revenue Code. ▪ Provides services free of charge or on a sliding scale to low-income persons, defined as those with incomes of up to 150% of federal poverty guidelines. ▪ Has been in continuous operation for at least two years prior to the date of application. ▪ Has received and expended at least \$200,000 for legal assistance to low-income persons in the most recently completed fiscal year. ▪ Employs four or more full-time licensed attorneys or has provided legal representation to at least 200 low-income persons through the services of <i>pro bono</i> attorneys in the most recently completed fiscal year. 		
Signature	Date	



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Required Attachments	X
▪ Letter from IRS regarding tax exempt status	
▪ Governing board list, with addresses and affiliations	
▪ Audited financial statements for the most recently completed fiscal year	
▪ Any audit management letters, SFAS 112 communications of significant control deficiencies and any A-133 reports for the most recently completed fiscal year.	
▪ Income and expense report for the past six months <i>if</i> audit is not yet completed	
▪ Income and expense budgets for the grant period	
▪ Project/position budget for grant period	
▪ Fee schedule if program charges fees	

Proposal	X
Narrative: In no more than eight (8) pages, please describe the project or position for which funding is requested. Include specific goals and explain how the activities to be supported will benefit the intended recipients of legal assistance. Be sure to relate the proposal to the <u>evaluation criteria</u> included in the Illinois Equal Justice Foundation's grant guidelines. If your organization received a grant in 2009 and is seeking a renewal , please include information on how the grant is being used and what services are being provided.	
Summary: Include a 1-2 page summary of the proposal narrative. All members of the IEJF Board of Directors receive a copy of this summary,	

INSTRUCTIONS

Submit **two copies** of the **entire application** as well as a **additional copy** of the **cover page, summary, project budget**, and **annual budget** to:

Illinois Equal Justice Foundation
180 N. Stetson, Suite 820
Chicago, Illinois 60601

Completed applications must be received or postmarked by **August 14, 2009**. Due to the security system in the building, applicants are encouraged to mail or messenger applications rather than deliver them in person. Incomplete applications will not be considered. Please do not submit via fax or e-mail and do not submit in binders.

If you have questions about this application, please call Leslie Corbett, IEJF Executive Director, at 312-938-2381. You can also contact Leslie via e-mail at lcorbett@iejf.org.