



# Grant Application: 2009

## MEDIATION SERVICES

### COVER PAGE

<b>Organization</b>	
Mailing Address	
Telephone	
Fax	
Web site	

<b>Program Director</b>	
Title	
Telephone	
E-mail	

<b>Amount Requested</b>	\$
Type of Project (Circle one)	Existing dispute resolution center New dispute resolution center Planning grant <i>See guidelines for definitions.</i>
Summary of Grant Request (1-2 sentences)	

<b>Eligibility Checklist</b>		<b>X</b>
I hereby certify that the applicant organization:		
<ul style="list-style-type: none"> <li>▪ Is exempt from taxes under 501(c)(3) of the Internal Revenue Code.</li> <li>▪ Provides or plans to provide mediation services at no cost to the disputants.</li> <li>▪ Provides or plans to provide mediation services using volunteers who have received at least 30 hours of mediation training.</li> <li>▪ Have or plans to have procedures in place that demonstrate compliance with Section 5 of the Illinois Not-for-Profit Dispute Resolution Center Act (710 ILCS 20/5), i.e., operating a peer review program for mediators, scheduling cases within 30 days, maintaining records on each case, advising parties of the objectives of mediation and the roles of participants, and considering a case resolved when there is a written agreement.</li> </ul>		
<b>Signature</b>	<b>Date</b>	



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### PAGE TWO

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 reports 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 if applicable	

Proposal	X
<b>Narrative:</b> In no more than eight (8) pages, please describe the mediation services offered by your program. Explain how you will use the requested funds to increase and improve those services. Include specific goals and explain how the activities to be supported will benefit mediation participants. Be sure to relate the proposal to the <u>evaluation criteria</u> included in the Illinois Equal Justice Foundation's guidelines. <b>If your organization received a grant in 2009 and is seeking a renewal</b> , please include information on how the grant is being used and what services are being provided.	
<b>Summary:</b> 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 an **additional copy** of the **cover page, summary, project budget** (if applicable) 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 encourage 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 any 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](mailto:lcorbett@iejf.org).