



# Grant Application: 2010

## SELF-HELP LEGAL ASSISTANCE PROJECTS

### 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 ( <i>Circle one</i> )	Self Help Legal Assistance Project Planning Grant
Summary of Grant Request ( <i>1-2 sentences</i> )	

<b>Eligibility Checklist</b>		<b>X</b>
I hereby certify that the applicant organization:		
▪	Is exempt from taxes under 501(c)(3) of the Internal Revenue Code.	
▪	Provides or plans to provide advice or self-help assistance in areas of the law that include commonly problems commonly faced by members of the public ( <i>e.g.</i> , family law, consumer and credit issues, housing), including areas of the law that affect low-income Illinois residents.	
▪	Uses licensed attorneys to provide services, who can be supplemented by low-students or other non-attorneys acting under the supervision of licensed attorneys, or for legal matters where accredited non-attorney representatives are permitted to provide services ( <i>e.g.</i> , immigration & tax matters), a representative accredited by the appropriate administrative agency to provide services in matters pending before that agency.	
▪	Provides or plans to provide legal information that is accessible to the public, in or near a courthouse or other appropriate community facility.	
<b>Signature</b>	<b>Date</b>	



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

Proposal	X
<p><b>Narrative:</b> In no more than eight (8) pages, please describe the project or activities for which funding is requested. Include specific goals and explain how the activities to be supported will benefit the intended recipients of legal information. Be sure to relate the proposal to the <b>evaluation criteria</b> included in the Illinois Equal Justice Foundation's grant 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.</p>	
<p><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.</p>	

<b>INSTRUCTIONS</b>
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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](mailto:lcorbett@iejf.org).