



Grant Application: 2010

TELEPHONE ADVICE & REFERRAL SERVICES

COVER PAGE

Organization	
Mailing Address	
Telephone	
Fax	
Web site	

Program Director	
Title	
Telephone	
E-mail	

Amount Requested	\$
Summary of Grant Request (1-2 sentences)	

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. 	
<ul style="list-style-type: none"> ▪ Provides legal advice and referral 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. 	
<ul style="list-style-type: none"> ▪ Serves Cook County <i>or</i> has a designated service area of at least 25 Illinois counties. 	
<ul style="list-style-type: none"> ▪ Provides legal advice and referral services on civil legal issues. 	
<ul style="list-style-type: none"> ▪ Provides coordinated intake and referral services; 	
<ul style="list-style-type: none"> ▪ Uses licensed attorneys to provide services to callers. 	
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 reports for the past six months <i>if</i> audit is not yet completed	
▪ Income and expense budgets for the grant period	
▪ Project budget for the grant period if applicable	
▪ Fee schedule if program charges fees.	

Proposal	X
Narrative: In no more than eight (8) pages, please describe the services provided by your program's regional legal services hotline. 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 callers. Be sure to relate the proposal to the <u>evaluation criteria</u> included in the Illinois Equal Justice Foundation's 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 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 **Friday, 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.