

Georgia Bar Foundation Grant Application Instructions for 2008-2009

The Georgia Bar Foundation is a charity named by the Supreme Court of Georgia to receive funds generated by the interest earned on lawyer trust accounts in Georgia. This funding source is known as IOLTA. Each year the Foundation accepts applications for grant awards to support law-related projects for the public good throughout the state. The deadline for receipt of the completed grant application form is 5 p.m. June 2, 2008. Grant award decisions are made annually before the end of the first quarter of the Foundation's fiscal year [July 1 - June 30].

Each grant application request is submitted on the Foundation's grant application form. This form has been worded to minimize both your time in applying for a grant award and the Board's time in reviewing applications. Each application package should include:

- A. The 5 pages (front & back) of the application form including the geography sheet in which percents must be shown on side 1 and colored/shaded on side 2 map; and
- B. One additional sheet (front and back), if the applicant wants it, for continuing answers to any questions on the application form or for additional information you want considered but which is not covered in the application form; and
- C. One page for the one-page letter from a local bar association, if applicable. Only 1 copy needs to be submitted.; and
- D. One signed Grant Conditions Agreement sheet (front and back). Only 1 copy needs to be submitted; and
- E. One copy of your IRS tax determination letter, and
- F. One copy of your latest audit, and
- G. One copy of your Form 990.

Both PDF and Word versions of the application form are available at http://www.gabar.org/related_organizations/ioltageorgia_bar_foundation/ or as an attachment to an email in response to your email request to HortonL@Bellsouth.net.

The following suggestions are in the same order as the questions on the application form and should make your completed grant application form easier to evaluate:

1. Please follow these instructions carefully. Be as specific as possible in stating the purpose for which funds are requested, e.g., "to hire an attorney to handle family law cases." Please do **NOT** continue your answer to this question on another page.
2. If your project is delayed such that grant award funds will not be spent until after June 30, 2009, you must write a letter to the executive director of the Foundation, explaining what has caused the delay, forecasting the new completion date for expending the funds and requesting approval from the Georgia Bar Foundation to change the date.
3. In the Profile section of your application, brevity is a particularly effective way to communicate. Please take the time to be brief.
4. In the Finances section, if your project cannot or is unlikely to become self-sufficient, please state this in your answer.
5. In **ALL** blanks where numbers are to be written, please round the number up to the nearest \$100. For example, the number \$570 should be rounded to \$600. \$10,243 should

be rounded to \$10,300 or \$10,200 depending the need for funds.

6. Please fill out the desired quarterly breakdown of planned grant award spending. This enables the Foundation better to plan its cash flows in the event it makes a grant award to your organization. Make sure that the quarterly numbers add to your total request. All numbers should be rounded to the nearest \$100.

7. Carefully read and fill out in detail the budget form (page 3). Please note that the project ending date is no later than June 30, 2009.

8. Make sure you list Georgia Bar Foundation grant awards in the previous five years (Page 4). If you have difficulty determining this information, please call the executive director at 404-588-2239.

9. On the third sheet of the application (page 5) is the layout for your logic model. A Logic Model of the project for which your grant request seeks funding shows how you plan to combine resources (inputs) and perform certain activities (activities) to generate outputs (outputs) which produce outcomes (outcomes) for your clients. What follows is a very brief introduction to Outcomes Measurement and to the concept of a Logic Model. If the purpose of the project for which you seek funding is to educate prisoners within six months of release about everything they need to know to find and keep a job, you would go through several steps to build what is called a logic model of your educational program:

First, you would identify the resources (people, lesson plans, equipment such as overhead projectors, handouts, etc.) or INPUTS you need to put the program into operation. Remember to include the time of the people who will actually be doing the work including the students.

Second, list the various ACTIVITIES or steps you will go through to convey the information and motivation to the prisoners.

Third, show the OUTPUT(S) and OUTPUT Goals of all the activities, i.e., the program graduates who have mastered the program material well enough to get and hold a job and who are motivated to get and hold a job rather than return to a life of crime. Outputs are the direct products of program activities, such as the classes taught and people graduated. The OUTPUT Goals should indicate the forecast number of classes held and number of people graduated.

Fourth, list the OUTCOMES and OUTCOME Goals of your project. OUTCOMES are the benefits for the people for whom you are doing the project. In the case of the example program, did it work? Did the graduates who were released from prison find jobs? The ultimate test of whether the program is successful is whether it met its major objective: Helping the graduates get and hold jobs after being released. The OUTCOME Goals are forecast numerical indications of those outcomes.

The creation of a Logic Model is MANDATORY and provides valuable insight into your project. Undoubtedly it will help you better manage the project, and it will permit the Georgia Bar Foundation to understand your project better and assess its achievements.

10. Applicants dealing with domestic violence are asked to answer the questions on the sheet titled, "Additional Information Required for Domestic Violence Applicants." Please answer those questions in the space provided. You do not need to answer those questions if your organization does not deal with domestic violence.

11. To fill out the GEOGRAPHY sheet, write an estimate of the percentage of your efforts spent in each county served by your program. On the other side color or shade

those same counties on the provided map.

12. Please submit 25 copies of your application with the pages paper clipped, NOT stapled. Also, include only one (1) copy of your IRS tax determination letter, one (1) copy of your latest audit, and one (1) copy of your latest IRS Form 990, if applicable, with your 25 applications. Also, even though the Grant Conditions Agreement is part of the application, you need to submit only one (1) copy instead of 25.

13. When obtaining your grant application forms electronically, please print them back to back and head to head, maintaining the original pagination and spacing. Page 2 should be printed on the back of page 1 and page 4 should be on the back of page 3, etc. Doing this cuts the thickness of applications and permits all applications to fit in a 3-ring binder for review by the Board of Trustees.

14. Review the enclosed application checklist. If you have any additional questions, please call Len Horton, the executive director of the Georgia Bar Foundation, at 404-588-2239, or you may email him at HortonL@Bellsouth.net. The mailing address is Georgia Bar Foundation, 104 Marietta Street NW, Suite 610, Atlanta, GA 30303.

Georgia Bar Foundation Grant Application Checklist For 2008-2009

1. Have you rounded all numbers in your request including each quarterly number to the nearest \$100?
2. Circle only one number to indicate the primary nature of your grant request on page 1.
3. Have you explained in one sentence why you need the money? Your purpose statement is now restricted to the space provided on page 1.
4. Indicate at the bottom of page 1 whether your project has the active support of a local bar association? If so, have you obtained and attached a letter from that local bar association?
5. Please answer on page 4 the question about whether your organization is audited? Attach one copy of your audit and one copy of your IRS Form 990.
6. You are required and/or permitted to submit as part of your grant application the following:
 - a. The grant application form (4 pages; 8 front/back sides) x 20 copies REQUIRED
 - b. One page (1 front/1 back) for additional info x 20 copies PERMITTED
 - c. A signed Georgia Bar Foundation Grant Conditions Agreement x 1 copy REQUIRED
 - d. Support Letter from local bar association if applicable x 1 copy REQUIRED
 - e. Copy of your latest audit if your organization is audited x 1 copy REQUIRED
 - f. Copy of your IRS tax status determination letter x 1 copy REQUIRED
 - g. Copy of your latest IRS Form 990 if applicable x 1 copy REQUIRED
7. Have you used a paperclip to hold your 25 copies together? NO STAPLES.
8. Have you checked to see that the sum of the quarterly numbers on page 4 totals the amount of your request on page 1? On page 4 have you shown the last five prior grant awards, if any, from the Georgia Bar Foundation?
9. Are your answers to the questions brief? Your application is a reflection of your organization and an indication of your ability to manage grant funds. Brevity is good business and the best way to communicate. By taking the time to be brief, you increase your chances of receiving a grant award from the Georgia Bar Foundation.