

Georgia Bar Foundation Grant Application Instructions for 2018-2019

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 4:30 p.m., Tuesday, May 1, 2018. Grant award decisions are made annually before the end of the first quarter of the Foundation's fiscal year [July 1 - June 30].

The grant application form is available at <http://www.gabar.org/aboutthebar/lawrelatedorganizations/iolta/iolta.cfm>. Save a copy of the grant application on your desktop and open with Acrobat Reader or Acrobat Professional. This form has been worded to minimize both your time in applying for a grant award and the Board's time in reviewing applications. The application form is 10 pages and includes one full page for additional information you may want considered but which is not covered in the application form, or for continuing answers to any questions in the application. In addition to the application, a scanned attachment of the following must be submitted: A.) Your latest audit; B.) Your latest IRS Form 990; C.) Your IRS tax determination letter; and D.) Local bar association support letter, if applicable.

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." The limited space for answers is designed to encourage brevity in your answers. Please continue any answers only to the extra page as mentioned in paragraph 2 above and then only rarely. **Notice that your purpose statement cannot be extended beyond page 1.**
2. If your project is delayed such that grant award funds will not be spent until after June 30, 2019, 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. 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, 2019.
5. In the Finances section on page 4, if your project cannot or is unlikely to become self-sufficient, please state this in your answer.
6. In **ALL** blanks where numbers are to be entered, 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.
7. 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 up to your total request. All numbers should be rounded up to the nearest \$100.

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 Finance Director at 404-588-2238.

9. On page 5 of the application 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 using a prisoner education program as an example. 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 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 increase motivation of the prisoners.

Third, show the OUTPUT(S) 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.

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 Proposed Funding by County sheet, write an estimate of the percentage of your efforts spent in each county served by your program. If grant funds will be spent statewide, please check the box at the top of the page.

12. After completing the application click the Submit button, which can be found in the upper right corner of the application. This will automatically email the form to the Finance Director. If the Submit button does not function properly on your computer, you may email the application manually to carrie@gabarfoundation.org. Also, don't forget to scan and email copies of your latest audit, IRS Form 990, IRS tax determination letter, and local bar association support letters, if applicable.

13. If you have applied for an IOLTA grant and you have not received confirmation acknowledging receipt of your application by the end of the day on May 3, 2018, please contact Carrie Raynor.

14. Review the following application checklist. If you have any additional questions, please call Carrie Raynor, the Finance Director of the Georgia Bar Foundation, at 404-588-2238, or you may email her at carrie@gabarfoundation.org.

Georgia Bar Foundation Grant Application Checklist For 2018-2019

1. Have you rounded up all numbers in your request including each quarterly number to the nearest \$100?
2. Check only one box 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 scanned a letter from that local bar association to be emailed with your application?
5. Please answer on page 4 the question about whether your organization is audited? Scan copies of your audit and Form 990 to be emailed with your application.
6. You are required to submit as part of your grant application the following:

a. The grant application form (10 pages)	REQUIRED
b. Support Letter from local bar association if applicable	REQUIRED
c. Copy of your latest audit if your organization is audited	REQUIRED
d. Copy of your IRS tax status determination letter	REQUIRED
e. Copy of your latest IRS Form 990 if applicable	REQUIRED
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.
10. Please contact Carrie Raynor at 404-588-2238, or carrie@gabarfoundation.org, by May 3, 2018, if you do not receive confirmation acknowledging the receipt of your application.