

Montana Justice Foundation

GRANT APPLICATION

Deadline: March 30, 2010

Please submit completed applications pursuant to the attached instructions to:

Montana Justice Foundation
P.O. Box 9169
Missoula, MT 59807

QUALIFICATIONS

Grant applications for Montana Justice Foundation (MJF) funds will be considered for the following purposes:

- (1) providing legal services, through both paid staff programs and pro bono programs, to Montana's low income citizens who would otherwise be unable to obtain legal assistance;
- (2) promoting a knowledge and awareness of the law;
- (3) improving the administration of justice.

No person or organization has a right to grants from the MJF. Grant determinations will be a matter in the sole discretion of the MJF. The MJF reserves the right to evaluate programs it funds.

APPLICATION DEADLINE

Grant applications are considered at the May meeting of the Board of Directors of the MJF. 2010 applications must be postmarked no later than Tuesday, March 30.

APPLICATION GUIDELINES

The MJF desires to make the best use of IOLTA funds and obtain maximum effect from each grant. The following guidelines will govern the grant making process.

- (1) The MJF favors funding groups or organizations (as opposed to individuals).
- (2) Grant applications should, if possible, have sources of income in addition to the IOLTA funds requested.
- (3) Greater weight will be given to applicants with prior history of service reflecting clear ability to deliver quality services successfully.
- (4) Greater weight will be given to applicants that work to develop cooperative efforts between grantees in a given service area.
- (5) The MJF prefers to fund applicants that have community support.
- (6) The MJF will fund applicants to achieve broad geographic and demographic distribution of IOLTA funds throughout the state.
- (7) The MJF prefers to avoid replacing other funding sources.
- (8) In reviewing grants for renewal, greater weight will be given to previous MJF recipients that have successfully utilized MJF funds.

- (9) The MJF is especially interested in funding projects that have the potential to serve as a model for which others interested in similar projects may learn (i.e., providing "seed money").

GRANT APPLICATION FORMAT

All applications should be typed, double spaced, on 8 1/2 X 11" paper and should be submitted unbound, in 16 copies, to the MJF. Do not put applications in special binders or covers.

Proposals may vary in form and detail. However, applicants are asked to address all items below and to provide as much detail as appropriate to assist the MJF in making its grant awards.

The MJF may waive parts of the grant application as considered appropriate.

1. COVER SHEET

Each application should have a cover sheet which includes:

- (a) the name, address and telephone number of the program/agency making application for funds;
- (b) the name of the chief administrative officer;
- (c) the name, address and telephone number of the chief policy-making officer;
- (d) the name and title of the person preparing the application;
- (e) the category(ies) under which these funds are requested, that is,
 - (1) providing legal services to the poor of Montana
 - (2) promoting a knowledge and awareness of the law
 - (3) improving the administration of justice.
- (f) the amount requested;
- (g) A ONE PARAGRAPH SUMMARY OF THE GRANT REQUEST.

2. PROGRAM INFORMATION

(a) Program History/Scope

(1) For programs providing legal services to the poor of Montana:

Provide a description of the history, purposes and programmatic scope of the program/agency. Include information on staffing, community(ies) served, number and types of clients, staff caseload, the overall community need for such services, and the program's specific priorities and method of selection of those priorities.

Attach a statistical summary of caseload data for the most recent year in which complete statistics are available which includes the number of cases handled with a breakdown by category and by county.

(2) For promoting a knowledge and awareness of the law and improving the administration of justice:

Provide a program narrative which addresses the history, purposes, programmatic scope and need for the program, the specific population to be served, program goals and objectives, timetable of activities, staffing, and the relationship of this initiative to existing projects which provide similar services.

(b) If Applicant is a Current IOLTA Fund Recipient

All current IOLTA grant recipients should provide as part of the program narrative a statistical and programmatic description of how current IOLTA funds are being spent; include a description of the direct services to clients made possible by IOLTA funds as well as case studies or case examples if possible. In addition, attach samples of publicity, printed acknowledgments, articles, etc. through which the recipient has acknowledged the receipt and use of IOLTA funding.

3. TAX STATUS

Grantees of the Montana Justice Foundation shall be recognized as qualified, tax exempt organizations by the Internal Revenue Service, either in sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue code of 1986, or other appropriate section therein. As part of your application, please submit your most recent IRS determination letter as proof of your tax exempt status.

4. FUNDING AND SUPPORT

- (a) Briefly describe the program/agency's efforts to obtain other funding and other community support and list all current funding sources and the amount received in the current fiscal year from each source. Indicate if this same funding application or a similar application is being submitted to any other funding source, and if so, provide details about the funding sources being pursued and the amount(s) being requested. (Note: Applicants should attempt to make a complete response to this section.)
- (b) Describe how the requested IOLTA funds will be used. Explain if IOLTA funding will be used to expand existing services, to maintain existing services or to support a new program initiative.
- (c) Describe the potential service impact if IOLTA funds are not made available.
- (d) Briefly indicate how the requested funds would be used if less than the entire request were approved and, if possible, prioritize sub-activities of the grant request.

5. BUDGET & FINANCIAL STATEMENT

Complete Budget Form BF1 (attached) for the proposed year's funding and, where applicable, include copies of audited financial statements and Form 990 for the two previous fiscal years. If available, applicant should include a copy of its most recent financial audit.