

NEW HAMPSHIRE BAR FOUNDATION

2 Pillsbury Street, Suite 300, Concord, NH 03301



IOLTA Grant Application

Fiscal Year Grant Period:

6/1/2024 – 5/31/2025

Deadline: 4:00 pm –April 26, 2024

Organization's Name:	Tax ID #:	Year Established:
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Full Street Address:
Mailing Address: (if different from street address)

Telephone #:	Website Address:
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Type of Grant: Direct Legal Services	Amount Requested: \$	This grant request is for: General Operating Special Project
Project Name: (if applicable)	Current Fiscal Year Organization Budget: Income: \$ _____ Expenses: \$ _____	Geographical area serviced by organization/program:

Provide a 2-3 sentence summary of the program requesting IOLTA funds:

Executive Director: (print name)	Phone #:	Email:
Signature of Executive Director:		Date:

Chair of the Board: (print name)	Phone #:	Email:
Signature of Chair of the Board:		Date:



All IOLTA Grant applications must be received by the NH Bar Foundation no later than **4:00 pm on Friday, April 26, 2024**. Please submit applications in PDF form to Info@NHBarFoundation.org.

IOLTA Grant applications **must be** accompanied by the following:

Narrative (up to two pages) describing:

- ___ The direct civil legal services you will provide with the IOLTA Grant.
- ___ The New Hampshire population group(s) you will be serving.
- ___ If grant received last year, report any changes from last year's application regarding type of service provided or population served.
- ___ Plan of action with partial funding.
- ___ How your organization seeks funding and community support.
- ___ Expected outcomes.
- ___ Evaluation tools used by organization.

Attachments and Support Materials:

- ___ Completed Financial Resources Worksheet (provided by NHBF).
- ___ List of Board of Directors or Advisory Board with their affiliations. Please indicate whether or not each attorney member participates in the IOLTA program either individually or through their firm.
- ___ Current total budget of the organization.
- ___ Itemized budget for the grant period detailing use of the requested funds.
- ___ Most recent audited financial statement and auditor's report.
- ___ Organization's most recent IRS Form 990.
- ___ Organization's most recent tax-exempt status letter from the IRS.
- ___ Range of salaries paid to staff members by job category (support staff members, attorney staff members and other professional staff members).
- ___ Resume of Executive Director.
- ___ Program effectiveness statistics (outcomes measured and tracked).
- ___ Organizations strategic plan covering the grant period. Please include an outline on how it will be accomplished over the next 24 months. If applicant does not have a strategic plan, please consider establishing one for future applications; and be prepared to state what the organization proposes to accomplish over the next year or two.
- ___ Examples of press releases, published articles, print materials, web pages, etc. in which the recipient has acknowledged any prior funding by the NH Bar Foundation.

Interview Process:

Each applicant will be asked to present their application to the IOLTA Grants Committee in person for further review on **Monday, May 6, 2024 at 1:00 pm**. Please be prepared to answer any of the following questions: (documentation will not be required)

- What were the organization’s biggest accomplishments or achievements this past year?
- What were the organization’s most significant challenges?
- Does the organization have a strategic plan? If so, give a brief overview.
- Does the organization have a grievance procedure for internal staff members?
- Does the organization have a grievance procedure for external clients/consumers?
- Does the organization carry the following insurance:
 1. Fiduciary/Employee Dishonesty
 2. Professional Liability
 3. Directors/Officers Liability
- Does the organization have a protocol for writing checks above a certain amount or can the Executive Director sign any check, regardless of the amount?

Consideration for Grants:

All qualified applications will receive consideration for FY 2025 (June 1, 2024 – May 31, 2025) funding only if all required reports for prior grant funding have been submitted to the Bar Foundation.

Ethical Consideration:

All attorneys whose representation of individual clients or client groups is made possible in full or in part by the NH IOLTA Program are expected to adhere fully to the provisions of the New Hampshire Rules of Professional Conduct and to be guided by the American Bar Association Standards for the Providers of Civil Legal Services to low-income communities, and other vulnerable populations.

For more information on the IOLTA Grant Program and a copy of the Bar Foundation’s funding principles, please visit www.NHBarFoundation.org.