

# PENNSYLVANIA IOLTA BOARD

## Legal Services Grant Application

### How to Log In and Access the Application

1. Enter your User ID and Password. Click Login.

Help System Compatibility

Log In

**Login**

User ID: \*

Password: \*

Login

Forgot Password?

New to WebGrants?  
Register Here

2. Click Funding Opportunities.

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Back | Print | Add | Delete | Edit | Save

Welcome

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- Grantee Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants

- Click Application for PA IOLTA Board Zone Grant.

SUPREME COURT OF PENNSYLVANIA  
 PENNSYLVANIA INTEREST ON  
 LAWYERS TRUST ACCOUNT BOARD  
 Helping to Secure Equal Access to Justice

Pennsylvania Bar  
 FOUNDATION  
 Education - Justice - Equal Access

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**Funding Opportunities**

**Current Funding Opportunities**  
 This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.  
 Click on the title to open the Funding Opportunity summary.

ID	Agency	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
00323	Pennsylvania IOLTA Board	Regional Grants (ZONE)	Application for PA IOLTA Board Zone Grant	12/12/2011	12/16/2011

- Scroll down and read through the information on this page. When ready to begin your Pre-Application, click Start a New Application.

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**Funding Opportunities**

**Current Applications**  
 Any previously created applications, for this opportunity, appear below

ID	Round	Application Title	Status
No existing applications			

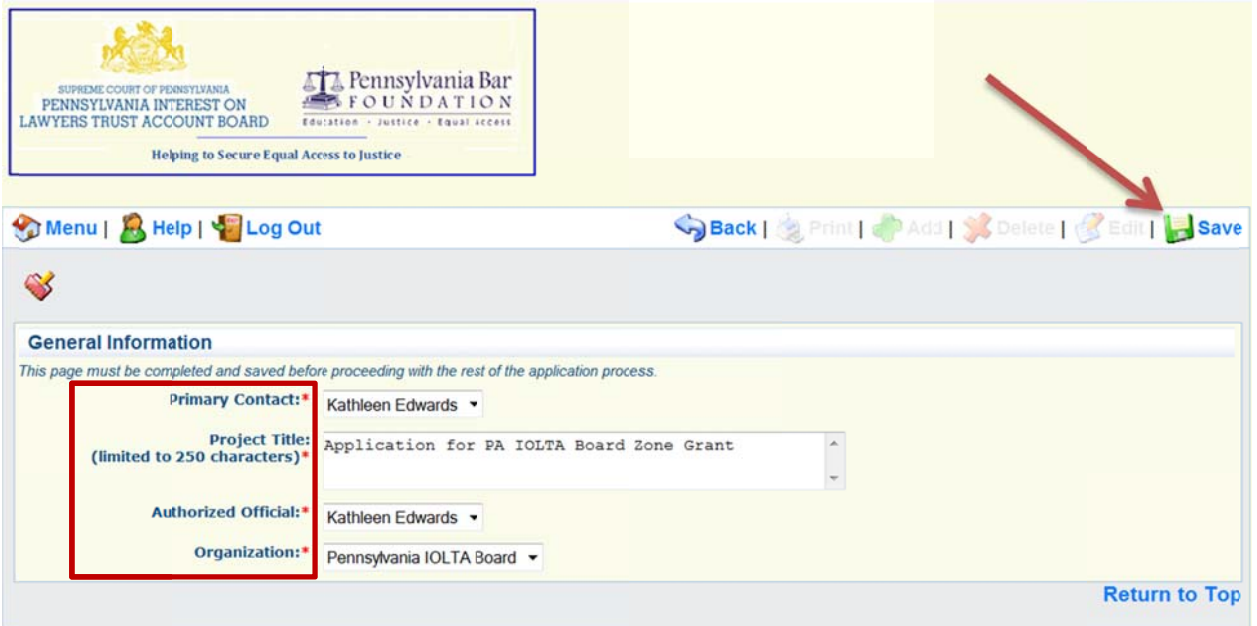
[Copy Existing Application](#) | [Start a New Application](#)

**Opportunity Details**

**00323-Application for PA IOLTA Board Zone Grant**  
**Regional Grants (ZONE)**  
**Pre-Application Deadline: 12/12/2011**  
**Application Deadline: 12/16/2011: 11:59 PM**

Award Amount Range:	Not Applicable	Program Officer:	Stephanie Libhart
Project Start Date:	07/01/2012	Phone:	717-238-2001 x7002
Project End Date:	06/30/2013	Email:	<a href="mailto:Stephanie.Libhart@pacourts.us">Stephanie.Libhart@pacourts.us</a>
Award Announcement Date:			

5. Select the Primary Contact for the grant application. Select the Authorized Official who will sign the grant agreement (usually the Executive Director). Enter the Project Title. Select the Organization. Click Save.



Supreme Court of Pennsylvania  
Pennsylvania Interest on Lawyers Trust Account Board  
Helping to Secure Equal Access to Justice

Pennsylvania Bar Foundation  
Education - Justice - Equal Access

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### General Information

*This page must be completed and saved before proceeding with the rest of the application process.*

**Primary Contact:** Kathleen Edwards

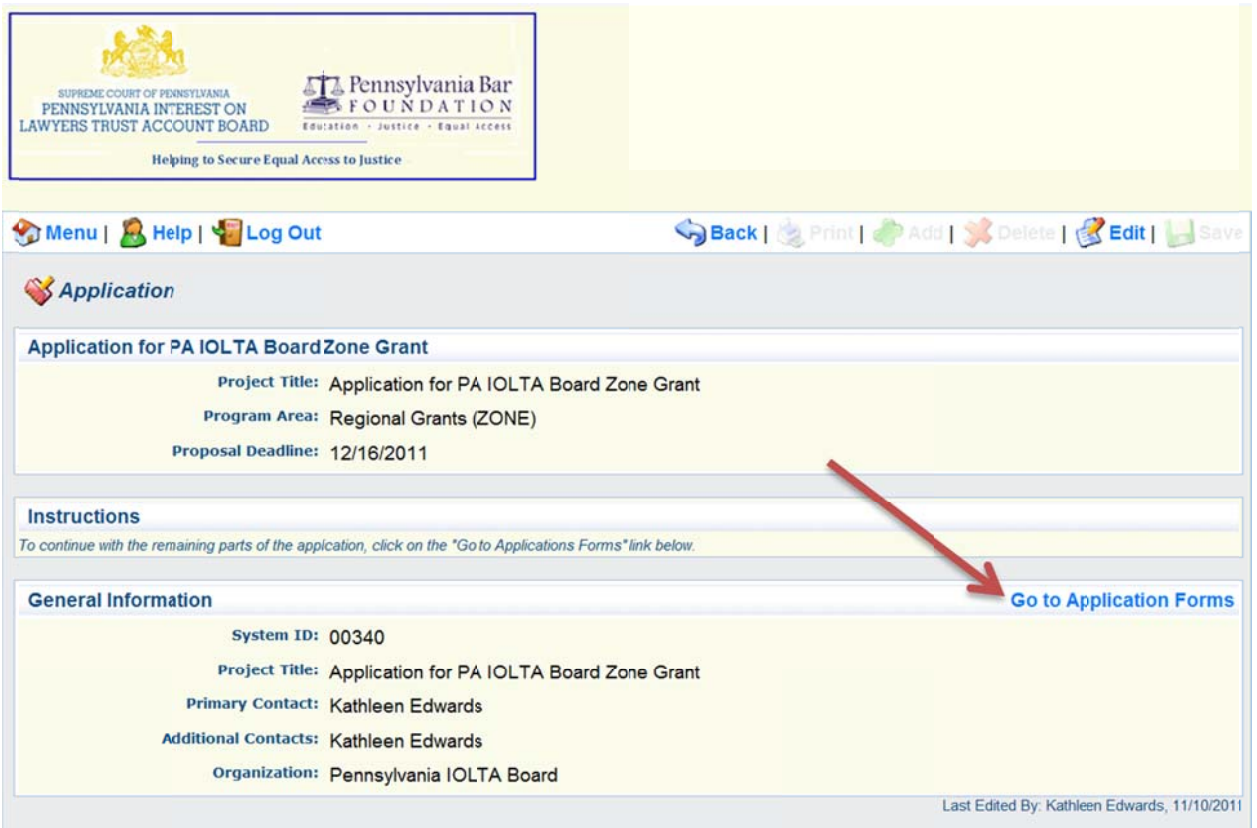
**Project Title:** Application for PA IOLTA Board Zone Grant  
(limited to 250 characters)

**Authorized Official:** Kathleen Edwards

**Organization:** Pennsylvania IOLTA Board

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6. Click Go To Forms.



Supreme Court of Pennsylvania  
Pennsylvania Interest on Lawyers Trust Account Board  
Helping to Secure Equal Access to Justice

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### Application

**Application for PA IOLTA Board Zone Grant**

**Project Title:** Application for PA IOLTA Board Zone Grant

**Program Area:** Regional Grants (ZONE)

**Proposal Deadline:** 12/16/2011

### Instructions

*To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.*

### General Information

**System ID:** 00340

**Project Title:** Application for PA IOLTA Board Zone Grant

**Primary Contact:** Kathleen Edwards

**Additional Contacts:** Kathleen Edwards

**Organization:** Pennsylvania IOLTA Board

[Go to Application Forms](#)

Last Edited By: Kathleen Edwards, 11/10/2011

7. Click Organization Qualifying Questions.

The screenshot shows the top of the application form. At the top left, there are logos for the Supreme Court of Pennsylvania, Pennsylvania Interest on Lawyers Trust Account Board, and the Pennsylvania Bar Foundation. Below these is the tagline "Helping to Secure Equal Access to Justice". A navigation bar contains links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Application" and contains the following information:

- Application for PA IOLTA Board Zone Grant**
- Project Title:** Application for PA IOLTA Board Zone Grant
- Program Area:** Regional Grants (ZONE)
- Proposal Deadline:** 12/13/2011

Below this is an "Instructions" section with the text: "Click on and complete each form below." Underneath is a table titled "Application Forms" with columns for "Form Name", "Complete?", and "Last Edited". The table has two rows:

Form Name	Complete?	Last Edited
General Information	✓	11/10/2011
Organization Qualifying Questions		

A red arrow points to the "Organization Qualifying Questions" link in the table. To the right of the table are "Preview" and "Submit" buttons.

8. Click Edit. Answer the questions. Click Save. Click Mark As Complete.

This screenshot shows the application form in edit mode. The top navigation bar includes "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". A red arrow points to the "Edit" button. The main content area is titled "Application" and contains the following information:

- Application for PA IOLTA Board Zone Grant**
- Project Title:** Application for PA IOLTA Board Zone Grant
- Program Area:** Regional Grants (ZONE)
- Proposal Deadline:** 12/16/2011

Below this is an "Instructions" section with the text: "If the form is in read-only mode, click Edit to answer the questions. When finished, click Save. You must click 'Mark As Complete' in order to submit the Pre-Application." A red arrow points to the "Mark as Complete" link in the "Organization Qualifying Questions" section. The "Organization Qualifying Questions" section contains the following text:

**Organization Qualifying Questions**

**Organization Type**

Is the organization a not-for-profit Pennsylvania Corporation?

Is the organization tax exempt under Section 511(c)(3) of the Internal Revenue Code?

9. Click Submit.

**Application**

**Application for PA IOLTA Board Zone Grant**

Project Title: Application for PA IOLTA Board Zone Grant  
Program Area: Regional Grants (ZONE)  
Proposal Deadline: 12/16/2011

**Instructions**  
Click on and complete each form below.

**Application Forms**

Form Name	Complete?	Last Edited	Preview   Submit
General Information	✓	11/10/2011	
Organization Qualifying Questions	✓	11/10/2011	

10. After the IOLTA Board reviews and approves your Pre-Application, you will receive an email with instructions on completing a Final Application.