

**Pennsylvania IOLTA
Grant Application 2010-2011
Narrative Part II - Grant Proposal**

Important Notes!

1. Organizations that are not funded within the Pennsylvania Legal Aid Network (PLAN, Inc.) can apply for general support grants for the overall legal work of the organization. However, all of the organization's activities must conform with all of the IOLTA funding principles and statutory restrictions. The non-PLAN organizations might want to target their IOLTA requests to specific IOLTA priorities, and seek general support funding for those targeted efforts. Targeted general funding in this manner limits the application of the IOLTA grant restrictions to that priority area for which general support is sought. The organization should be able to demonstrate that the efforts supported, in whole or in part with IOLTA funding, are fully compliant with the IOLTA grant restrictions.

2. **Special-purpose project:** If the proposed grant is for support of a single "project" (for example, a domestic violence project or an innovative approach), then this "Narrative Part II-Grant Proposal" should cover that project only. It should include both IOLTA-funded and non-IOLTA-funded activities related to that project. There is space in the "IOLTA Grant Applicant" section below to specify the name of the project covered by the proposal.

3. **Note that a separate Proposal for Funding is required for each requested grant.** If you are applying for more than one IOLTA grant, please submit a completed Narrative Part II-Grant Proposal for each proposal.

4. **Statistical and Financial Proposals.** Please submit a completed "Spreadsheets Part II-Grant Proposal" (Microsoft Excel) for each funding proposal matching the funding request(s) listed below.

5. **All Applicants.** This form will expand to accommodate the length of your responses, but the IOLTA Board would appreciate brevity as well as a complete response to each question. Please observe the length guidelines provided throughout this form.

Amount of Request: \$ _____
Purpose -- Check one only:
(a) General Operating Support: _____
or (b) Special Project: _____

IOLTA Grant Applicant

Organization Name: _____
Project Name: _____
Contact Person for this Project: _____
Title: _____
Phone: _____ Fax: _____
E-mail: _____

Required Signatures

Board Chair: _____
Signature: _____ Date: _____
Program Director: _____
Signature: _____ Date: _____

2010-2011 Grant Application

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Microsoft Word Narrative

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Spreadsheets (Microsoft Excel Workbooks)

Spreadsheets Part I-Program-Wide Data	Excel Workbook
Spreadsheets Part II-Grant Proposal.....	Excel Workbook

A. Proposal Summary

1. Executive Summary of Project

- a. One-sentence summary of the project. *Describe the kinds of services to be provided, to whom they will be provided, and where the recipients of those services reside. For example, "IOLTA funds are sought to initiate a multi-faceted legal services project serving victims of domestic violence in the Northeastern region."*

- b. Provide a brief (150 words or less) executive summary of the proposal. *Include information such as: the need for the proposed services, the targeted population, the geographical service area covered, and the anticipated results.*

B. Proposed Service Delivery System

Please describe in this section the delivery system that will be used to provide efficient, high-quality legal services with the help of this grant. If any question is not applicable to your proposal, please indicate "Not applicable" and go on to the next item. Please respond briefly (150 words or less) for each question throughout Section B.

1. Legal Needs to be Addressed

- a. Describe the client legal needs and/or gaps in community services to be addressed with the help of IOLTA funding. Describe how your program identified those needs – e.g., meetings with low-income groups, discussions with partner agencies, client surveys, review of intake data, strategic planning by program staff, etc. Highlight the extent to which those needs are not currently adequately being met and why – e.g., lack of other providers addressing this issue in the area, special obstacles faced by the target population, etc.

- b. Will the proposed activities address pervasive, long-standing legal issues or new and emerging issues arising within the low-income population of Pennsylvania? Provide one or two compelling client examples illustrating the need and how the proposed activities have been, or will be, effective in addressing these issues.

- c. Describe how the program defines and will measure success in addressing these issues.

B. Proposed Service Delivery System, *continued*

3. Anticipated Outcomes and Results of This Grant

Describe the outcomes and results for the proposed activities.

- a. Describe the results and outcomes sought through the proposed activities. Describe the benefits that the proposed activities will produce for low-income people in Pennsylvania in terms of individual clients and/or the client community(ies) as a whole.

- b. If applicable, please list the specific, anticipated outcomes in quantitative terms. Use best estimates if necessary (see also Excel Spreadsheet Part II, Tab E). For example:
 - *150 cases handled*
 - *100 volunteers trained*
 - *4 educational programs held*

4. Outreach to Target Recipients of Proposed Services

- a. How will potential clients be made aware of the availability of proposed services, particularly those especially vulnerable or hard-to-reach populations you anticipate serving?

Attachment A
Sub-recipients for Proposed Services

Sub-recipient Name	Address	Telephone Number	Contact Person	Plans for the provision of the proposed services