

**Pennsylvania IOLTA  
Grant Application 2008-2009  
Narrative Part II - Grant Proposal**

**Important Notes!**

1. Organizations that are not funded in the Pennsylvania Legal Aid Network (PLAN) can apply for general support grants for the overall legal work of the organization. However, if that is done, all of the organization's activities must conform with all of the IOLTA funding principles and statutory restrictions. The non-PLAN organizations may wish 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 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 then 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: \_\_\_\_\_

## **A. Proposal Summary**

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### **1. Executive Summary of Project**

- a. One-sentence summary of the project. *Describe the kinds of services to be provided, who they will be provided to 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 (as a guideline 150 words or less) executive summary of the proposal. *Include information such as: the need for the services proposed, the targeted population, the geographical service area covered, and the anticipated results.*

## **B. Proposed Service Delivery System**

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*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 you believe that an applicable answer was already provided in Part I, please enter "Same as described in Narrative Part I" and indicate specifically where the answer can be found. If any question is not applicable to your proposal, please indicate "Not applicable" and go on to the next item. Please respond briefly (as a guideline, 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***

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### **2. Targeting Resources: Your Service Delivery Plan**

- a. Describe the legal service delivery methods that will be used for addressing the needs identified above.
  
- b. Will the proposed activities apply creative or innovative methods/approaches in the delivery of free legal services to low income people? If so, please identify those methods and describe the anticipated benefits to be derived from these innovations. If the proposed activities apply “best practices” or proven methods, describe the benefits of applying these practices to this project or program.
  
- c. Please indicate below whether the program is implementing new methods or continuing current practices, then describe the benefits that will result from the approach being used – for example, enhance access to legal services, increase efficiency in providing those services and/or improve service quality.
  
- d. If the proposed activities are innovative or represent best practice methods, please describe below how they might be replicated or expanded to other legal service providers in Pennsylvania or other areas of your program – for example, expanding the success of this project to other geographical or substantive areas of service. Please indicate the general problems or issues such an effort could potentially address. If the program has experience in developing and sharing best practice models, please describe your success with those efforts.

## **B. Proposed Service Delivery System, *continued***

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### **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 describe the anticipated outcomes in quantitative terms. Use best estimates if necessary (see also Excel Spreadsheet Part II, Tab E). For example:
  - *“Approximately 500 people will learn how to avoid unnecessary consumer problems.”*
  - *“1,000 immigrants will be informed about the impacts of new INS procedures.”*
  - *“Three housing authorities in the area will be encouraged to change this practice.”*
  
- c. Please describe below any broader, more systemic results you anticipate from this project. For example, will the activities result in *long-term* improvements in the lives of low income people? Will the activities build the *capacity* of the organization? If so, please describe how those results will occur.

### **4. Outreach to Target Recipients of Proposed Services**

- a. How will potential clients be made aware of the availability of proposed services? Include information about methods used to provide outreach to potential clients of your legal services as a whole as well as outreach to any especially vulnerable or hard to reach populations you anticipate serving. If your program attracts clients through some other method than outreach – e.g., referrals from other agencies -- please describe that process.

