



IOLTA GRANT APPLICATION

PROVIDED FOR INFORMATION ONLY. PLEASE COMPLETE THE ONLINE APPLICATION.

ORGANIZATIONAL INFORMATION:

- 1. Organization Name**
- 2. Address**
- 3. Executive Director or Officer**
- 4. Email Address**
- 5. Phone Number**
- 6. Name, phone number and email address of grant request contact, if different from above.**
- 7. Organization Website**
- 8. Date Incorporated**
- 9. Federal Tax ID Number**
- 10. Attestation:**
 - a. The Organization is a 501(c)(3) public charity.
 - b. The Organization is not a 501(c)(3) private foundation.
 - c. The organization is not a 509(a)(3) supporting organization.
- 11. Number of employees**
 - a. Full-time attorneys
 - b. Part-time attorneys
- 12. Briefly describe the purpose of the organization and its overall programs and services.
(300 words maximum)**
- 13. What is your organization's total budget? Income and Expenses? What is your budget for next year?**

GRANT APPLICATION

Selection Criteria

The NBF makes maximum use of IOLTA funds and has adopted the following guidelines for its consideration of grant requests. In making its selections, the following criteria will be taken into account:

- The NBF shall make grants available to organizations rather than individuals.
- Grants involving matching funds, or other types of arrangements to leverage grant funds, are favored.
- A single organization may apply for more than one grant for special projects administered by that organization.
- Weight will be given to organizations with a prior history of successfully rendering quality service.
- Preference will be given to organizations with evidence of community support.

Excluded Use of Funds

No funds will be granted to provide:

- Contributions to or be made available to any political party or association of the campaign of any candidate for public office.
- Fund raising benefits or mass appeal solicitations.
- Additions to endowments.
- Projects outside the State of Nevada.

14. Attestation: I have read the Selection Criteria and Excluded Use of Funds Notice and attest that this application meets these requirements.

15. Program Title:

16. Amount Requested:

17. In 500 words or less, please provide a summary of the services your organization intends to provide with the requested grant dollars for this program. This section is intended to provide the Foundation with a high-level overview of the legal services provided by your organization. The summary should provide information about the assessed need for the program, and how the program will be implemented. In particular, the summary should provide well-defined and measurable objectives for the program or services. In addition, are there any other organizations that provide similar services to the same clients in your areas?

18. Is funding sought for: (check all that apply). *Note, follow up questions specific to each checked category will follow.*

- a. Program expenses
- b. Attorney/Staff salaries
- c. Operational expenses (ex: facility management, rent, etc.)
- d. Other

If 18(a) is selected:

- Of the total amount requested, how much is sought for program expenses?
- In 150 words or less, please provide an overview of the program, including what the program does, who is served, and how the organization would measure success.
- Please provide a program budget. In this section, the organization should provide specified details of where any awarded dollars will be used. (Ex: Marketing: \$XX, Supplies: \$XX, Travel Expenses: \$XX, Training Expenses: \$XX).
- How do you market the program to your prospective client(s)?

If 18(b) is selected:

- Of the total amount requested, how much is sought for salaries?
- In 150 words or less, please indicate which positions the organization seeks to fund and how those positions support a particular program.
- Please provide a breakdown of how much of the requested grant funds will be used for each position. (Ex: 1 attorney position: \$XX, 2 paralegal positions: \$XX, 1 intake specialist: \$XX)

If 18(c) is selected:

- Of the total amount requested, how much is sought for operational expenses?
- In 150 words or less, please indicate how the organization intends to use the funds to support operational expenses.
- Please provide a breakdown of how the organization intends to use the funds to support its operations. (Ex: monthly rent: \$XX, equipment: \$XX, anticipated repairs: \$XX). Please explain any recent increases in costs.

If 18(d) is selected:

- Of the total amount requested, how much is sought for other expenses?
- In 150 words or less, please provide an overview of how requested funds will be used, specifically as they relate to the organization's programs or services.
- Please provide a specific dollar breakdown of how the organization intends to use requested funds.
- When will these funds be needed/used?

19. In which geographic service areas will requested funding be used? Check all that apply.

- Carson City
- Churchill County
- Clark County
- Douglas County
- Elko County
- Esmeralda County

- Eureka County
- Humboldt County
- Lander County
- Lincoln County
- Lyon County
- Mineral County
- Nye County
- Pershing County
- Storey County
- Washoe County
- White Pine County

20. In 300 words or less, please tell us how your organization works with other legal aid organizations or other community organizations to fulfill its mission and goals.

21. Is there additional information your organization would like to share with the Foundation to assist us in our decision-making?

22. Are there other funding sources being sought for this program by the organization or other funding received? Please list source(s) with dollar amount requested or received.

23. Did your organization receive funding from the Nevada Bar Foundation for this program last year? (Check all that apply)

- Yes, IOLTA Grant (Amount)
- Yes, Foundation Grant (Amount)
- No

If "no" is selected: Has your organization ever received funding from the Foundation?

If "yes" is selected: Please provide details including a brief description of what was funded and whether measurable objectives for the program or services were achieved. Maximum 150 words.

AGREEMENT FOR USE OF FUNDS:

The undersigned, on behalf of the organization, consents to: (Please Check All)

- Utilize the funds granted to this organization by the Nevada Bar Foundation for the current grant cycle solely for the purpose permitted and outlined in the application.
- Agree to repay the Nevada Bar Foundation any amount not used for the purposes of this grant.
- Open its financial records for review upon request of the Nevada Bar Foundation, limited to the previous three years.
- Not utilize the funds granted to it by the Nevada Bar Foundation for any purposes other than permitted by Nevada Supreme Court Rules 216 through 221 and as further permitted by the Internal Revenue Code Section 501 (c)(3) of the United States Internal Revenue Services.
- Release its application and subsequent reports as property of the Nevada Bar Foundation for use of any or all information presented, whether or not the application is accepted for funding.
- Appropriate credit or recognition to the Nevada Bar Foundation in any printed or electronic materials and communications describing activities which are wholly or partially funded by grant funds.
- Submit a revised budget if the amount awarded is less than the original requested amount.
- Submit a final report, on a form provided by the Nevada Bar Foundation.
- Furthermore, this organization acknowledges that failure to timely submit a final report may result in a loss of funds in future years.

Signature of Authorized Representative

Date

ADDENDUM:

Please upload a copy of the following documents:

- A copy of the organization’s Form 990 Tax Returns for the previous fiscal year. (If applying for an IOLTA grant for the first time, please submit tax returns for the previous three years.)
- A copy of the organization’s IRS determination letter.
- A list of the organization’s Board of Directors, including name, phone number and email address.