

INTEREST ON LAWYERS' TRUST ACCOUNTS PROGRAM GRANT APPLICATION FORMAT

All applications must be typed, double spaced, single sided, on 8-1/2" x 11" paper and should be submitted unbound, copy to the Alaska Bar Foundation. This copy should be signed by an official who has authority to bind the organization to the proposed obligations. In addition to the paper copy please include a CD-ROM with your application in digital format. The required digital format is in PDF or a Word document.

Proposals may vary in form and detail; however, applicants are asked to address all items listed below and to provide as much detail as appropriate to assist the Foundation in making its grant award determinations.

1. COVER SHEET

Prepare a cover sheet (not to exceed one page) which includes:

- (a) The name, address and telephone number of the program/agency making applications for funds;
- (b) The name of the chief administrative officer;
- (c) The name, address and telephone number of the chief policy making officer;
- (d) The name and title of the person preparing this application. The category(ies) under which these funds are requested. Grant categories are:
 - 1. Support of legal services to the economically disadvantaged,
 - 2. Programs for improvement of the administration of justice,
- (e) The amount requested;
- (f) A brief abstract of the project, purpose and goals.
- (g) A statement concerning whether the applicant has its annual financial statements audited, and if so, by whom.

2. FUNDING AND SUPPORT

- (a) Briefly describe the agency's efforts to obtain funding and other community support and list all current funding sources;

- (b) Describe how the requested Foundation grant funds will be utilized. Explain if Foundation grant funding will be used to expand existing services, to maintain existing services or to support a new project initiative;
- (c) Describe the potential impact if Foundation grant funds are not available;
- (d) Describe how you might use a grant in an amount less than originally requested.

3. PROGRAM INFORMATION

- (a) Programs providing legal services to the economically disadvantaged.
 - 1. Provide a description of the purpose and scope of the program/agency. Include information on staffing, community(ies) served, number and types of clients, staff caseload, the overall community need for such services, and the program's specific priorities and method of selection of these priorities.
 - 2. Attach a statistical summary of caseload data for the most recent year in which complete statistics are available which includes number of cases handled with a breakdown by category and by location.
- (b) For public information programs, provide a program narrative which addresses the need for the program, the specific population to be served, program goals and objectives, timetable of activities, staffing and the relationship of this initiative to existing projects which provide similar services.

4. TAX STATUS

Describe the program/agency's organizational and tax status.

5. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Each prospective grantee shall clearly state, in an appendix section of the proposal, their equal employment opportunity policies and practices.

6. BUDGET

Complete the provided budget form and attach it to the copies of the program/agency budget (or end of year financial statement) for the three (3) previous years. Sources and amounts of all program income should be included for each year.

If a grant for a particular project is being requested, please submit a budget for the particular project.