**CONNECTICUT BAR FOUNDATION**

**2022 IICJ GRANT APPLICATION OVERVIEW**

**INTEREST ON LAWYERS' TRUST ACCOUNTS**

**INTEREST ON TRUST ACCOUNTS**

**COURT FEES GRANTS-IN-AID**

**JUDICIAL BRANCH GRANTS-IN-AID**

***\*\*\* This application is only for current IOLTA grant recipients.\*\*\****

***New applicants should contact the Connecticut Bar Foundation at*** ***ctbf@ctbarfdn.org*** ***to request an application.***

The Interest on Lawyers' Trust Accounts (IOLTA) and Interest on Trust Accounts (IOTA) Programs provide funding for (1) the delivery of legal services to the poor by nonprofit corporations whose principal purpose is providing legal services to the poor and (2) law school scholarships based on financial need.

The Court Fees Grants-in-Aid (CFGIA) and the Judicial Branch Grants-in-Aid (JBGIA) Programs provide funding for the delivery of legal services to the poor by nonprofit corporations whose principal purpose is providing legal services to the poor.

The above programs collectively will be referred to as IICJ.

The Connecticut Bar Foundation (CBF) will make these grants pursuant to Section 51-81c of the Connecticut General Statutes.

The poor are defined as those persons who fall within 125% of the official poverty threshold as defined by the U.S. Department of Health and Human Services.

Organizations Eligible for Grants

An IICJ grant recipient must:

 1. Be a nonstock nonprofit corporation qualified as tax exempt under Sections 501(a) and 501(c)(3) of the Internal Revenue Code;

 2. Have as its principal purpose the delivery of legal services to the poor in Connecticut;

 3. Have certified financial statements for the three preceding years and have an appointed independent certified auditing firm; and

 4. Have registered with the Connecticut Department of Consumer Protection.

Grant Guidelines

The principal purpose of the IICJ programs is to enhance Connecticut’s statewide system for providing legal services to its poor. The CBF seeks to make the best use of these funds by obtaining maximum effect from each grant and will apply such criteria as it deems appropriate to achieve the purposes of these programs. Applicants will be funded to achieve broad geographic and demographic distribution of IICJ funds throughout the State.

Greater weight will be given to applicants with prior history of service reflecting clear ability to deliver quality service.

**The Board reserves the right to adjust the IOLTA/IOTA grants. JBGIA funds will be granted subject to state budget appropriations made to the Connecticut Judicial Branch. CFGIA payments will be made upon receipt of the funds from the Judicial Branch.**

Application Process

***To provide stability of funding for the Connecticut legal aid system during the ongoing Covid 19 pandemic and the design and implementation of the Connecticut Right to Counsel program, the CBF Grantmaking Committee intends to prioritize the stability of funding in developing its recommended 2022 grant allocations. To accomplish this, the Committee will review applications and engage in interviews with applicants primarily to determine whether any changes to the 2021 funding allocation are warranted in order to avoid a significant disruption to the system or potential misuse of funds.***

The total grant application package must be submitted to the CBF to the attention of the Executive Director and the Finance Director by September 17, 2021, before 4:00 P.M. See page 3 for instructions for submitting the documents. The Board of Directors is responsible for making final grant decisions, and grant awards are expected to be announced by December 2021.

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**To be considered for a 2022 IICJ Grant, you must submit each of the items below. Submit Items 1-5 in their original format (Word, Excel, PDF).**

1. Application Form
2. Short Form
3. Budget Forms

4. Caseload Report Forms

5. Governance structure and board involvement. Include a list of your current officers, board members, and the length of service of each.

6. Audited financial statements for the organization for the most recent year available.

7. A link to the organization’s most recent IRS Form 990 or a copy of Part VII of Form 990

8. Management letter and any additional comments from an auditor. Provide a response or corrective plan regarding any findings to which the management letter refers. If the auditor does not provide a management letter or comments, the auditor must provide a statement certifying that none was issued. Submit a letter from the auditor certifying that the organization is in compliance with:

* eligibility guidelines
* application assurances
* application guidelines
* information provided in the application
1. Signed grant assurances
2. Current registration with the Connecticut Department of Consumer Protection
3. List of any pending litigation against the organization or provide a written statement that there is no such pending litigation.

**Email all the application documents by September 17, 2021, before 4:00 P.M. to Anne Goico at** **anne@ctbarfdn.org** **and Natalie Wagner at** **natalie@ctbarfdn.org****.**

**CONNECTICUT BAR FOUNDATION**

**2022 IICJ GRANT APPLICATION FORM**

**INTEREST ON LAWYERS' TRUST ACCOUNTS**

**INTEREST ON TRUST ACCOUNTS**

**COURT FEES GRANTS-IN-AID**

**JUDICIAL BRANCH GRANTS-IN-AID**

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Date

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Name of Organization/Program

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Address

City State Zip Code

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Contact Person Telephone

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Email Address

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Amount of Funds Requested

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**Service Delivery**

1. Summarize any recent or anticipated changes to your organization’s operations that will significantly impact the organization’s ability to deliver legal services to low-income residents of Connecticut during grant year 2022, if any.

**Funds**

1. In one paragraph, briefly describe the organization’s expected use of IICJ funds during the next year. Include any changes to the primary functions, goals and objective of the organization since submission of the 2021 IICJ grant application, if any:
2. Describe any variation in the organization’s use of IICJ funds during 2021. Include **only**:
3. Any significant variation from the 2021 application submitted.
4. Caseload information using the attached Caseload Report Forms.
5. Provide an explanation of any projected significant changes in funding (positive or negative) expected in calendar years 2021 and 2022.
6. Give details of any changes to the organization’s system for the safekeeping and investment of grant funds, including IICJ funds, since your organization submitted an application for a 2021 IICJ grant. (If none, state “no change”.)
7. Provide financial information as requested on the attached Budget Forms.

 The 2021 Budget to Actual Expense Reports are due by March 31, 2022. The forms will be emailed to you.

NOTE: If the organization wishes to carryover up to 10% of the 2021 grant year IOLTA/IOTA/CFGIA funds to the 2022 grant year, a written request and revised budgets for 2021 and 2022 must be submitted by March 31, 2022. Such request will be subject to approval by the Connecticut Bar Foundation Board of Directors. JBGIA funds cannot be carried over to the following grant year.

1. If you have used IICJ funds in connection with representation of other organizations during the previous twelve months (as distinct from the representation of individuals), list any such organizations and describe any guidelines established for the use of IICJ funds in such representations.

**Management and Staffing**

1. Describe how changes in IICJ funding have impacted the organization (i.e., hiring, downsizing, furloughs, reduction in services, if any) over the past two years. Please attach an organizational chart showing your staffing structure.
2. Explain any changes to your quality assurance practices and procedures during 2021, if any, including a description of:
3. Methods for case and work assignment
4. Procedures for reviewing/supervising work
5. Methods for obtaining and responding to client feedback
6. Any other significant quality control methods or practices

 If no changes have been made since your organization submitted an application for a 2021 IICJ grant, simply state “no change.”

1. Provide a list of any attorneys employed by the organization who have been the subject of an adverse decision by the Statewide Grievance Committee within the past two years.

**Other**

1. Briefly share any other information about your organization which will assist the Grantmaking Committee in determining whether any changes to the current grant allocations are warranted for grant year 2022.

If there are any questions, please contact Natalie Wagner at natalie@ctbarfdn.org or Anne Goico anne@ctbarfdn.org.