



A Program of the Center for Civic Values

2012 GRANT APPLICATION

Center for Civic Values
Interest on Lawyer Trust Accounts (IOLTA) Program

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Introduction

The New Mexico Interest On Lawyer Trust Accounts (IOLTA) program was created by the Supreme Court of New Mexico in 1984 to receive interest earned on lawyers' pooled trust accounts in which have been deposited client funds that are *nominal in amount* or *held for a short period of time*, so that it is not possible for the funds to economically benefit the individual client. Previously, lawyers' pooled trust accounts earned no interest, and financial institutions were the primary beneficiaries.

Currently, Rule 24-109 of the Code of Professional Conduct provides:

(B)(6) All interest transmitted to the Center for Civic Values shall be distributed periodically in accordance with a plan of distribution which shall be prepared at least annually and approved by the Supreme Court of New Mexico, for the following purposes:

- a. to provide legal assistance to the poor;*
- b. to provide legal education;*
- c. to improve the administration of justice; and*
- d. for such other programs for the benefit of the public as are specifically approved by the Supreme Court of New Mexico from time to time.*

To be eligible to receive funding, an applicant must be a recognized 501(c)(3) organization, have an application pending, or otherwise demonstrate that the proposed project falls within the charitable/educational purposes of Section 501(c)(3) of the Internal Revenue Code.

Criteria

The Board of Directors of CCV has adopted the following grant criteria by which IOLTA funds will be distributed. The Board in its sole discretion reserves the right to review these criteria and to change them as it continues to assess how and where the funds will best be used to meet the approved purposes.

CCV desires to obtain maximum effect from each grant made with IOLTA funds. The Grant Committee and the Board of Directors will use the following guidelines, with exception where necessary, to assist in the decision-making process.

1. Grants that may jeopardize CCV's Section 501(c)(3) tax status will not be made.
2. **For civil legal service providers**, applications that address specific legal issues impacting low-income persons as identified by the 2007 State Plan for Providing Civil Legal Aid to Low Income New Mexicans, adopted by the Supreme Court in August 2007, will be favored. These issues include disability benefits and rights, welfare benefits, unemployment benefits, welfare-to-work programs, health benefits, landlord-tenant relations, housing quality, affordable housing, housing discrimination, foreclosure and condemnation, domestic violence, child custody, child support, divorce and consumer rights, water rights, migrant worker and Native American issues and other issues as established by the State Plan.
3. Grants will not be given to individuals; religious activities; political campaigns; organizations designed primarily for lobbying; lobbying activities; lawyers in the private practice of law; entities

- providing unauthorized delivery of legal services; and, governmental programs.
4. Applicants must have sources of income in addition to the IOLTA funds requested.
 5. Greater weight will be given to applicants that:
 - a. serve areas of greatest need, in terms of substantive law, population groups and lack of other available resources;
 - b. have a proven history of delivering quality services; and,
 - c. help to develop cooperative efforts among other providers/grantees.
 6. Other factors that will be considered are:
 - a. broad geographic and demographic distribution of IOLTA funds throughout the state;
 - b. level of participation in IOLTA by the applicant's board and geographic community;
 - c. participation in IOLTA by the applicant (if applicant maintains an attorney trust account); and,
 - d. ability of applicant to provide adequate publicity of IOLTA funds received.
 7. Grants to fund experimental or pilot projects that are designed to improve the administration of justice will be considered and may be funded for limited periods. However, grant funds may not be used to meet a governmental entity's legally-required duties.

IOLTA Grant Submission Requirements

Applications must be postmarked by October 1, 2011; hand deliveries, faxes or PDFs will not be accepted. Application shall be page-numbered and the narrative shall not exceed five pages (excluding cover sheet, budget narrative, program budget and required attachments). Font size must be 11 point or greater.

Submit **ONE** packet only to include one copy of the application and **ONE** copy of each of the required attachments in the order listed. ***PLEASE do not hole-punch or bind the application or any of the required attachments. PLEASE do not include divider or title pages, letters of support, news articles or extra paper of any kind.***

The IOLTA Grant Committee will review the applications at its meeting in November, and its recommendations will be submitted to the Center for Civic Values' Board of Directors, which will review them at its meeting in December. The recommendations will then be submitted to the Supreme Court of New Mexico for its consideration. Applicants are generally notified of the Court's decision in late January or early February.

Questions regarding the application should be submitted in writing via e-mail to iolta@civicvalues.org or via fax to 505-242-5179.

COVER SHEET

Organization Name		Federal Tax ID #	
Program/Project Name			
Address			
City, State, Zip Code			
Board Chair/Telephone/E-Mail			
Executive Director/Telephone/E-Mail			
Application Contact/Title/Telephone/E-Mail			
Geographic Area to be Served			
Total Budget for Organization	\$		
Total Budget for this Program/Project	\$		
Amount Requested from IOLTA	\$		
Funding Category (check one only):	<input type="checkbox"/> Civil Legal Services for the Poor <input type="checkbox"/> Law-Related Education for the Public <input type="checkbox"/> Improvements in the Administration of Justice		

Summary of Organization Mission/Purpose (100 words or fewer)

Summary of Grant Request (100 words or fewer)

NARRATIVE

I. Background

- A. In one paragraph, describe the 2011 accomplishments of the program for which you seek IOLTA funding (250 words or fewer).
- B. If funded by IOLTA in 2011:
 1. Number of persons your application said you would serve with IOLTA funds _____
 2. Number of persons your program actually served with IOLTA funds _____
- C. State the nature of the problem/issue to be addressed in New Mexico and in the geographic areas proposed. (1/2 to 1 page only)

II. Program/Project Description

Describe clearly the program/project objectives and activities.

III. Target Population

- A. Provide a concise summary of the target population including how many people the program/project expects to serve/reach and, if applicable, how the program/project defines "low income."
- B. If the program/project provide services to immigrant victims of domestic violence:
 1. Identify in what geographic area(s) the program/project provides these services.
 2. Describe the precise nature of the services the program/project offers (immigration, housing, benefits, etc. – do not reply "legal services").
 3. Identify with what other providers of services to immigrant victims of domestic violence the program/project collaborates.
 4. Describe with specificity the nature of the collaboration.
 5. Explain how the services the program/project provides differ from the services provided by the entity(ies) with which the program/project collaborates.

IV. Outcomes

- A. Describe specific anticipated outcomes.
- B. Describe what conditions will change as a result of the program/project.
- C. Describe in detail how the program/project will document and measure success.

V. Miscellaneous

- A. IOLTA Participation
 1. Does the organization participate in IOLTA? If no, please explain.
 2. If there are lawyers in private practice on the Board of Directors:
 - a. how many participate in IOLTA? _____
 - b. how many do not participate in IOLTA? _____

3. Of those who do not, describe efforts made to enlist their participation.

B. Publicity: Describe *with specificity* how you will publicize receipt of IOLTA funding.

VI. Budget Narrative

A. Provide a narrative that describes how IOLTA grant funds will be spent (250 words or less).

B. What percentage of your organization's budget for the last fiscal year was spent on administrative and fund raising costs?

C. What percentage of the proposed program/project budget is allocated to administrative costs?

D. Include a description of in-kind contributions of donated goods and/or services. If you do not receive in-kind contributions of donated goods and/or services or you do not track in-kind contributions of donated goods and/or services, explain why not.

VII. Program Budget

Complete the line item budget form for the program/project for the period January 1, 2012, through December 31, 2012.

VIII. Grants Received/Outstanding Funding Requests

Complete the Outstanding Grant Applications or Funding Requests form.

IX. Required Attachments

A. A copy of an IRS 501(c) (3) exemption letter or a certificate of good standing from the PRC pursuant to NMSA 1978, § 53-8-92 (1977).

B. A copy of a current confirmation letter from the New Mexico Attorney General's office showing the organization to be a registered charitable organization pursuant to NMSA 1978 § 57-22-6(A) (1999).

C. A complete copy (including Management Letter and/or Auditor Findings and Recommendations, if any) of the organization's latest independent audit report (unbound).

D. A copy of the organization's latest monthly financial statements (unbound).

E. A copy of the organization's non-discrimination policy.

F. Signed *Grant Assurances*.

G. Board of Directors' list.

Budget Form

Organization revenues \$ _____	Organization expenditures \$ _____
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	IOLTA Funds Requested	In-Kind Contributions	Other Funding Sources	Total Project Budget
Project revenues	\$	\$	\$	\$
Project expenditures				
Audit	\$	\$	\$	\$
Capital expenditures				
Dues/subscriptions				
Employee benefits/payroll taxes				
Equipment rental/maintenance				
Insurance				
Office supplies and expense				
Other (provide explanation)				
Rent				
Salaries (enter # of FTEs __)				
Telephone				
Training				
Travel				
Total expenditures	\$	\$	\$	\$

Grants Received/Outstanding Funding Requests

Funding Source	Funding Received Applicable to 01/01/2012 - 12/31/2012	
	\$	
	\$	
	\$	
Subtotal	\$	
Funding Source	Funding Applied Applicable to 01/01/2012 - 12/31/2012	Expected Notification Date
	\$	
	\$	
TOTAL	\$	

(NOTE: If you receive notification about pending applications by November 7, 2011, you are requested to inform the IOLTA program via e-mail at iolta@civicvalues.org.)

Grant Assurances

Applicant _____ assures that:

1. It will restrict the use of IOLTA funds to law-related activities or purposes that are charitable or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (as amended).
2. It will not discriminate on the basis of race, color, religion, sex, age, handicap, or national origin against (1) any person applying for employment or employed by the applicant with respect to any personnel action proposed or taken concerning the applicant or employee; or (2) any person seeking participation in, or the benefits or proceeds of, the program or projects supported in whole or part by this grant.
3. It will, upon request, cooperate with all data collection and evaluation activities undertaken by CCV, and give any authorized representative of CCV access to any copies of all financial records, books, papers, or documents, provided that CCV shall not have access to any reports, records, or information which are confidential.
4. It understands and agrees that CCV may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in this application and that the grant received is for the period specified in the grant only. No additional or future funding is implied.
5. It understands and agrees that, should it need to deviate from the use of funds as approved by the Board of Directors, it will obtain prior written approval of the Board, and if during the performance of the project the grantee deviates without said approval, the grant may, at the discretion of the Board of Directors of CCV, be terminated.
6. It understands and agrees that the application, once received by CCV, becomes the property of CCV, and any or all of the ideas contained therein may be used by CCV.
7. It will provide, upon written request, a written report or audit detailing the use of IOLTA funds confirming the proposed use described in the grant application.
8. It will notify CCV of changes in significant personnel.
9. It assures that the IRS Determination letter provided is currently in full force and effect and has not been modified or revoked.

I/We have read these assurances and understand that if this application is approved for funding, the grant will be subject to these assurances. I certify that these assurances have been adopted by the applicant's governing body and that the applicant will comply with them if the application is approved.

Project/Program Director

Board Chairperson/Designee

Signature

Signature

Date

Date