



IDAHO LAW
F O U N D A T I O N

Interest on Lawyers' Trust Accounts

2025 Grant Application

MISSION STATEMENT

The Idaho Law Foundation supports the rights of all people to live in a peaceful community. Our mission is to educate all people about the role of law in a democratic society, to provide opportunities for people to avoid and resolve conflicts, and to enhance the education and competence of lawyers.

GENERAL INFORMATION

The Interest on Lawyers' Trust Accounts (IOLTA) program works with members of the Idaho State Bar and Idaho's banking community to place client funds into interest-bearing accounts. Participating banks then remit interest earned on these accounts directly to the Idaho Law Foundation (ILF) who in turn distributes these funds through the IOLTA granting process to programs serving the public, at the discretion of the ILF Board of Directors.

Pursuant to Idaho Bar Commission Rule 1309, adopted by the Idaho Supreme Court, IOLTA will only consider funding requests for organizations that meet at least one of the following funding criteria areas:

1. To provide legal aid to the poor;
2. To provide law-related education programs for the public;
3. To provide scholarships and student loans;
4. To improve the administration of justice; and
5. For such other programs for the benefit of the public as are specifically approved from time to time by the Supreme Court of Idaho.

Funding for 2025 grants will cover the period from January 1, 2025, through December 25, 2025. Although the final amount available for grant awards cannot be determined until the 2024 year-end fund balances have been calculated, ILF anticipates the availability of approximately \$600,000 for 2025 grant awards.

SUBMISSION INFORMATION

Applications are due no later than **5:00 PM, MDT on Friday, September 13, 2024**. ILF will not consider late or incomplete applications and will not notify applicants of incomplete submissions other than through a declination letter. Once submitted, all proposals become the property of ILF. You must submit 1 copy of the following information as part of your application:

- Filled and signed grant cover sheet
- Grant narrative (4 pages or less)
- Grant budget
- Organizational operating budget
- Most recent audited financials

Our preferred method for submission is through email, sent to Shay Beckwith (sbeckwith@isb.idaho.gov).

If you are mailing the application send it to The Idaho Law Foundation, ATTN: IOLTA Program, P.O. Box 895, Boise, Idaho 83701. NOTE: if you are mailing the application it must be received in our office by the deadline, not just postmarked by that date.

If you are dropping off the application in person, our address is 525 W. Jefferson St. Boise, ID 83702. Our office is open from 9:00 AM to 4:00 PM (MDT).

ILF will likely announce grant decisions by the end of October.

For questions about the IOLTA application, contact Shay Beckwith, Administrative Assistant, at (208) 334-4500 or sbeckwith@isb.idaho.gov

GRANT NARRATIVE & BUDGET INFORMATION

All applications must address all the following information. **Please limit your grant narrative to no more than 4 pages.**

GENERAL ORGANIZATIONAL & PROGRAM INFORMATION

- Organization mission and history
- Program or project description
- Geographic area served
- Community/Population served
- Overall community need for program services
- Staffing
- A list of your Board of Directors or Board of Trustees
- Organizational tax status (if the applicant is not a recognized tax-exempt organization, describe its charitable purposes)
- A statement of your equal employment opportunity policies and practices
- Program adjustments if a grant for a lesser amount than requested is awarded
- The potential impact if IOLTA funds are not available

PROGRAM OR PROJECT SPECIFIC INFORMATION

NOTE: if you are submitting a grant for more than one category you must provide program specific answers for each category.

LEGAL AID TO THE POOR REQUESTS

- Number and types of clients
- Specific priorities for the project
- Method of selection of those priorities
- Statistical summary of caseload data for most recent year

LAW RELATED EDUCATION & ADMINISTRATION OF JUSTICE REQUESTS

- Program goals and objectives
- Timetable of activities
- Relationship to existing projects that provide similar or related services

SCHOLARSHIP & STUDENT LOAN REQUESTS

- A brief narrative of the need for financial assistance for students at your institution
- A description of how the loan and/or scholarship recipients will be chosen

FINANCIAL & BUDGET INFORMATION

NOTE: If you are submitting a grant for more than one category you must submit a budget that delineates expenses for each category.

BUDGET NARRATIVE

- List the total amount of your request
- Describe the purpose(s) for which your organization will use requested funds
- Describe your organization's efforts to obtain additional funding and whether those additional funds are secured or applied for

BUDGET

Develop a budget that includes your program or project specific revenue and expenses.

Revenue may include but is not limited to:

- IOLTA grant
- Other grants
- Donations
- Sponsorships
- In-Kind donations

Expenses may include but are not limited to:

- Salaries and benefits
- Occupancy
- Equipment and supplies
- Printing
- Training
- Travel
- Indirect (overhead)*

*Indirect costs should be limited to no more than 20% of the total project budget.

OTHER FINANCIAL INFORMATION

- Include a copy of your organization's overall operating budget for the current fiscal year
- Include a copy of your organization's latest audited financial report