

# IOLA Fund of the State of New York

## 2012-13 IOLA Grant Cycle

### Application Process Questions & Answers (as of January 20, 2012)

**Question 1:** What sections of the applications must existing grantees complete? Must existing grantees do all sections of the narrative?

**Answer:** Existing grantees must complete all Parts of the application, including all sections of the Narrative (Part II), including the Organizational Strength section and the Principal Activities sub-section. There are two versions of Part III. Form A. – existing grantees should only complete the version designated for existing grantees.

**Question 2:** Should applicants type their application directly into the documents in the application package or should they prepare a separate document?

**Answer:** Applicants have the option of typing their application into the forms included in the application package or creating new documents. If creating new documents, applicants should incorporate sub-headings that correspond with those used in the forms, particularly those in “Part II. Narrative Proposal.”

**Question 3:** How much funding does IOLA have available this year and what percentage is allocated for CLS and AOJ?

**Answer:** IOLA anticipates disbursing approximately \$6.5 million in interest generated from attorney IOLA accounts. In addition, Chief Judge's Task Force to Expand Civil Legal Services in New York recommended, and the proposed Judiciary budget for 2012-13 includes, an additional \$15 million for IOLA. The possible addition of \$15 million is subject to the New York State budget process.

New York State Finance Law 97-v requires the Trustees to allocate no less than 75% of the total grant funds available to qualified civil legal services providers and no more than 25% of the total grant funds available to programs that improve the administration of justice. The Trustees have not made the allocations for the 2012-13 IOLA Grant Cycle.

**Question 4:** Does an applicant need to submit evidence of its registration with the NYS Charities Bureau? Its tax identification number? How should an applicant demonstrate its non-profit status?

**Answer:** As part of the contracting process, applicants will be asked to provide:

- Certificate(s) of Professional Liability, Workers' Compensation & Disability Benefits Insurance
- Current New York State Charities Bureau Registration
- Current New York State Vendor Responsibility Questionnaire

These documents, however, need not be submitted at the time of application.

Non-profit status may be established by submitting a copy of the letter from the IRS certifying its tax exempt status.

**Question 5:** Should an organization that provides no direct client services and whose work is focused on improving access to justice list itself with the LawHelp/NY directory of legal services? If so, how?

**Answer:** An organization not listed with LawHelp should contact LawHelp to discuss how it should be listed. If the organization determines that listing with LawHelp is not appropriate, explain why in the application.