



**Lawyers Trust Fund of Illinois
CY 2022 Annual Grant Cycle
Guidelines & Application
Instructions**

(Grant Period: January 1 – December 31, 2022)

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Part I. Grant Guidelines

Background

The Lawyers Trust Fund of Illinois (LTF) is a private, not-for-profit foundation incorporated by the Illinois State Bar Association and The Chicago Bar Association in 1983. Under rules established by the Illinois Supreme Court, the Lawyers Trust Fund receives revenue from the Interest on Lawyers' Trust Accounts (IOLTA) program; a portion of the annual registration fee paid by Illinois attorneys; and the remittance of unidentified funds from IOLTA accounts. LTF uses the income from these sources to support the provision of direct legal aid services to low-income Illinoisans with civil legal problems.¹

LTF Grantmaking Goals

LTF makes grants to Illinois non-profit organizations that provide legal aid services free of charge to low-income families and individuals residing in Illinois. LTF awards grants annually, on a calendar-year basis.

In allocating grant funds and making awards to individual organizations, LTF prioritizes the following broad goals:

- 1. Supporting the availability of legal aid services throughout the state.**
- 2. Encouraging the use of a variety of methods to deliver services (e.g., advice desks, brief service projects, neighborhood clinics, unbundled representation, technology-based tools, extended representation by staff and volunteer attorneys).**
- 3. Supporting legal services that address the most critical needs of low-income individuals and families, including health, personal safety, family stability, housing, and economic security.**
- 4. Supporting legal services that assist low-income individuals and families in overcoming the impacts of historical discrimination and systemic barriers to meeting critical needs, and helping them attain full and equitable participation in society.**
- 5. Supporting legal services to meet critical needs that otherwise would not be addressed due to geographic location, area of the law, and/or client characteristics.**

¹ Examples of legal aid services supported by LTF include direct legal advice, guidance, and representation in matters relating to housing; family law/domestic violence; consumer and debt issues; immigration status; criminal records relief; and access to public benefits. Please note that these are examples and not an exhaustive list of the types of legal issues addressed by LTF grantees.

Eligibility for Grants

LTF funds entities that provide direct legal aid services to low-income Illinois individuals and families. These entities include (1) organizations whose primary focus is on providing legal aid services, and (2) legal aid programs that are distinct sub-units or programs of larger organizations (such as social service providers). Whether an application for funding comes from an organization focused on legal aid or from a program that is part of a larger entity, LTF grants are limited to supporting the delivery of legal aid services.

LTF will support law school clinics only if the LTF board determines that the legal aid services provided by the clinic are unique in terms of the types of services offered or the target population to whom services are offered. (i.e., no other legal aid entity is providing the same services or targeting the same population.)

LTF will not make grants to support the provision of mediation services.

To be eligible for grant funding from LTF, applicants must meet the following requirements:

- 1) Be an Illinois non-profit organization that is tax-exempt under 501(c)(3) of the Internal Revenue Code.
- 2) Serve Illinois residents who cannot afford to hire private legal counsel, which is generally defined as having incomes below 150% of the federal poverty guidelines.
- 3) Provide services without charge to the client. [*Note: This does not mean applicants cannot charge sliding-scale fees to clients with incomes above 150% of the federal poverty guidelines, nor does it mean that grantees cannot require clients to pay court costs or related expenses that cannot be waived. However, LTF funds can only be used to support free services.*]
- 4) Employ at least one (1) paid, full-time equivalent staff attorney who has been licensed to practice for a minimum of three years at the time the application is due.² However, emerging organizations or legal aid programs based in under-resourced communities (with a special emphasis on those led and/or governed by members of historically marginalized groups) may seek a waiver of this requirement from LTF through the process described in the instructions section of this document. Waiver decisions will be granted based on multiple factors, as well as the overall availability of funds, and will be made at the sole discretion of the LTF board of directors. For LTF's purposes, an "emerging organization or legal aid program" is generally defined as a non-profit organization or legal aid program of a non-profit organization created within three years of the application due date and/or with an annual budget of under \$300,000 as of the application due date.

² CY 2022 applications are due September 20, 2021.

Factors in Determining Grant Awards

In reviewing applications and making funding decisions regarding grants, LTF will consider the following questions regarding service delivery and organizational capacity:

Service Delivery

LTF seeks to make grants to organizations and programs that will deliver substantial amounts of high-quality legal services. Accordingly, LTF will consider the following in its evaluation of grant applications:

- 1. Scope of Work:** Is the work LTF is being asked to support clearly defined and focused on directly addressing critical civil legal needs of low-income Illinoisans?
- 2. Legal Needs Addressed:** What type of legal problem(s) and client need(s) does the applicant address? Are these critical needs for low-income individuals and families? Do the applicant's services help clients overcome the impacts and barriers created by historical injustices and disparities? Are these services unique or are they also addressed by other organizations serving the same client population and/or geographic area?
- 3. Levels of Service:** Does the applicant provide appropriate levels of service (e.g., brief services, litigation) to effectively address client needs, based on its mission and priorities? How does the applicant evaluate and improve its delivery of services? Has the applicant taken steps to adjust the levels of service it provides?
- 4. Demographic Diversity of Clients Served:** Does the applicant provide services to a representative cross-section of the low-income population of the geographic area(s) it serves and/or target services to one or more distinct, traditionally underserved or at-risk subgroups (e.g., veterans, homeless youths)? Does the applicant conduct outreach and use strategies to ensure that members of diverse populations and communities have access to its services?
- 5. Efficient & Effective Service Delivery:** Does the applicant use delivery methods that balance efficiency, effectiveness, and accessibility? How does the applicant use technology to increase and improve services? Does the applicant use volunteers? Has the applicant taken any steps to try to increase the number of clients provided with representation?
- 6. Quality:** Does the applicant have systems of quality control in place? Do case-handlers and supervisory personnel have adequate levels of experience? Are training and mentoring opportunities available for staff and/or volunteers?
- 7. Use of Volunteers:** Does the applicant make appropriate use of volunteers, both as case-handlers and in other capacities? Does the applicant have systems in place to recruit, train, support, monitor, recognize, and retain volunteers?

Organizational Capacity

LTF seeks to make grants to organizations and programs that demonstrate the capacity to sustainably deliver the legal services proposed in the application. Accordingly, LTF will consider the following questions regarding the applicant:

- 1. Infrastructure:** Are there adequate systems and structures in place to oversee and support the proposed legal work (e.g., staff-level management, information technology, human resources, fundraising)?
- 2. Leadership:** Does the leadership team have the necessary skills and experience in the areas of fiscal management, personnel management, and the supervision of legal work? Has the applicant made efforts to increase the diversity of its leadership team (executive and senior management)?
- 3. Governance:** Does the applicant have a governing board with skills and experience to oversee the organization? Does the membership of the board reflect the diversity of the population of its service area, and (to the extent possible) the specific client population the organization serves? Does the board develop new leaders and encourage board renewal through limits on officers' terms and/or board tenure?
- 4. Staff diversity and inclusion:** Does the applicant employ staff from diverse backgrounds? Has the applicant made efforts to increase the demographic diversity of its staff? Has the applicant undertaken initiatives to build an inclusive workplace culture and retain a diverse staff?
- 5. Financial Viability:** Does the legal services work for which funding is sought from LTF have other sources of financial support? Is there evidence that the organization is making efforts to increase its fundraising revenue and tap into new funding sources?
- 6. Fiscal Management:** Does the applicant have adequate internal controls and accounting policies in place? Is there evidence of adequate fiscal oversight by the governing board?

Part II. Grant Application Instructions

Online Application Portal

LTF maintains an online grants portal on the Foundant GLM platform. Applicants must use the portal to complete and submit applications for LTF funding. Any prospective applicant can [access the portal](#) by establishing an organizational account and user ID or using a previously established account.

Applying for a Grant: Key Dates

Notice of Funding Opportunity released and grant application available	June 30, 2021
Open door for questions about LTF grants and funding opportunity	By request beginning July 1
Grant application technical support (by appointment)	Beginning July 20
New applicant information session (via Zoom)	July 20 at 2:00pm
General grant application information session (via Zoom)	July 21 at 10:00am
Request for waiver of attorney requirement – due date for first window (see details below)	July 26 (LTF will respond by August 9)
General grant application information session (via Zoom)	July 29 at 2:00pm
New applicant information session (via Zoom)	August 4 at 10:00am
Request for waiver of attorney requirement – due date for second window (see details below)	August 9 (LTF will respond by August 23)
Completed applications due	September 20, 2021
Grant decisions made by LTF board	December 2021
Applicants notified of grant decisions	December 2021
Initial grant payment	January 1, 2022

Information and Support for Grant Applicants

To help current grantees and prospective applicants understand LTF's grant guidelines, funding criteria, and application procedures, LTF offers several opportunities to connect with LTF staff:

- **Open Door Policy:** Call or email us with any questions about LTF grants, the application process, and completing an application.
 - For information about LTF's grant guidelines and priorities, LTF grants in general, and applying for a CY 2022 grant from LTF, contact:
 - Mark Marquardt, Executive Director (312.938.2133 or mark@ltf.org)
 - David Holtermann, Deputy Director for Grants and Policy (312.938.3076 or david@ltf.org)
 - For access to the online grants portal and questions about completing the CY 2022 grant application, contact:
 - David Holtermann (312.938.3076/david@ltf.org) or
 - Hanna Kaufman, Counsel for Strategic Initiatives (312-938-3006 or hanna@ltf.org)
 - For technical support in completing the application and data collection forms, contact:
 - David Holtermann (312.938.3076 or david@ltf.org)
 - Hanna Kaufman (312.938.3006 or hanna@ltf.org)
- **General Grant Application Information Sessions:** LTF will host two Zoom webinars during July for an orientation to the grant application and process for 2022. These sessions will explain key changes for 2022. Both current grantees and new applicants are welcome to participate, but participation is optional.
 - Sessions are scheduled for **July 21 at 10:00am** and **July 29 at 2:00pm**. The two sessions will have the same information, so you need only attend one.
 - Please register for either session by emailing David Holtermann (david@ltf.org). You will receive an email with instructions for joining the session during the morning on the day of the session.
- **New Applicant Information Sessions:** LTF will host two additional Zoom webinars specifically for prospective applicants who are not current LTF grantees. These sessions will explain LTF's grant guidelines, eligibility criteria, and factors in grant awards. Participation in either of these sessions is optional.
 - Sessions are scheduled for **July 20 at 2:00pm** and **August 4 at 10:00am**. The two sessions will have the same information, so you need only attend one.
 - Please register for either session by emailing David Holtermann (david@ltf.org). You will receive an email with instructions for joining the session during the morning on the day of the session.

- **One-on-One Technical Support for Applicants:** Beginning July 20, you can schedule a 20-minute appointment with LTF’s grant and data staff for help with completing your application and the new data collection form. Participation in these sessions is optional.
 - To schedule a technical support appointment please contact David Holtermann (312.938.3076 or david@ltf.org)

Applying as an Organization or Program: What’s the Difference?

In its grantmaking to support direct legal aid, LTF provides funding to a variety of entities, including organizations focused on delivering legal services; legal aid programs operating as distinct sub-units of larger organizations; and law school clinics. Regardless of the nature of the entity requesting funding, LTF grants are limited to supporting the provision of free, direct legal assistance to individuals and families in civil cases.

When completing this application, applicants that are programs -- entities operating within larger organizations or institutions -- should define the scope of the legal services delivery for which funding is sought. When responding to questions about service delivery and organizational capacity, the applicant should focus primarily on the matters within the scope of the program defined by the applicant.

Requesting a Waiver of the One-Attorney Requirement

Because the ability to practice law in Illinois is limited to licensed attorneys, LTF’s grantmaking focuses on organizations and programs that use attorneys to deliver and/or supervise the delivery of legal services. Consistent with this approach, LTF requires that applicants employ at least one (1) paid, full-time equivalent staff attorney who has been licensed to practice for a minimum of three years at the time the application is due.³

Emerging organizations or legal aid programs based in under-resourced communities (with a special emphasis on those led and/or governed by members of historically marginalized groups) may seek an **initial, one-year waiver** of this requirement from LTF. There are two ways an applicant can seek a waiver:

- 1) Submit a complete application for CY 2022 funding by the September 20 deadline.
 - Applicants must indicate in their application that they do not meet the requirement but seek a waiver.
 - LTF will consider this request in its review of the complete application. However, the LTF Board may, in its discretion, ultimately decline to grant the waiver and/or decline funding for the applicant.
- 2) Submit a pre-application request for waiver to LTF by one of two dates: July 26 or August 9.

³ CY 2022 applications are due September 20, 2021.

- Applicants can submit a request by completing a [short online form](#) before completing the entire grant application.
- For waiver requests submitted by July 26, LTF will respond with a waiver decision no later than August 9.
- For waiver requests submitted by August 9, LTF will respond with a waiver decision no later than August 23.
- In both cases, applicants will have the benefit of a waiver decision before deciding whether to submit a complete grant application by the September 20 deadline.

Regardless of which method an applicant uses to seek a waiver of the one-attorney requirement, waiver decisions will be granted based on multiple factors and will be made at the sole discretion of the LTF board of directors. Please note that a decision to grant an applicant's waiver request does not guarantee that the applicant's final grant application will be approved.

For LTF's purposes, an "emerging organization or legal aid program" is generally defined as a non-profit organization or legal aid program of a non-profit organization created within three years of the date that the application is due and/or with an annual budget of under \$300,000 as of the application due date.