

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Application 2019 - 2020

Deadline: Friday, January 25, 2019

IOLTA: Helping Us Lead the Way

The New Jersey State Bar Foundation leads the nation in providing law-related educational programs for the public. Our programs are made possible through funding from the IOLTA Fund, which in 1988 began disbursing money generated from interest on lawyers' trust accounts.

The New Jersey State Bar Foundation receives 12.5 percent of the net proceeds from IOLTA and uses the funds for its public education effort. Legal Services of New Jersey receives 75 percent of IOLTA proceeds, and the IOLTA Fund awards the remaining 12.5 percent to other worthwhile organizations.

Court Rule 1:28A, established by the New Jersey Supreme Court in 1988, specifies that IOLTA funds must be used for one of the following purposes:

- Legal aid to the poor;
- Improvement in the administration of justice;
- Education of lay persons in legal and justice related areas.

Pursuant to the rule, the Foundation is obligated to report quarterly to the IOLTA Fund Board of Trustees how we have allocated the funds, financial information on the expenditure of funds and details on the progress of our programs.

Maximizing the Impact of Public Education

By centralizing the legal community's public education effort through the NJSBF, we have created one of the most progressive law-related public education initiatives in the country. Our programs reach out statewide and are aimed at all segments of the population, from school children to senior citizens. Some of our most successful programs are those in which we've combined efforts to cosponsor a project with another organization. For example:

- The State Bar Foundation works with The Arc of New Jersey to fund a webinar series entitled, *Equal Justice for Victims, Witnesses and Defendants with Developmental Disabilities in the Criminal Justice System*. The focus of this program for service providers, case managers, family members, psychologists and social workers is to explore alternatives to incarceration on behalf of individuals with mental retardation, as well as address the needs of developmentally disabled victims and witnesses of crimes.
- For the past 30 years, we have worked jointly with the Community Health Law Project to present the award-winning annual *Law and Disability* conference, which has helped explain laws that affect individuals with disabilities.
- In order to bring programming to residents in all areas of the state we provide mini grants to county and specialty bar associations for Court Night and Law Day activities, which help to familiarize the public with the courthouse and justice system.
- Over the years, the Foundation has worked with a number of organizations to publish booklets explaining various aspects of the law to residents of New Jersey from *Disability Law: A Legal Primer*, a project of the Essex County Bar Association, to a booklet

outlining the rights of students — the *Students' Rights Handbook*, developed by the ACLU – NJ. The Foundation publishes a series of booklets, created and written by the Education Law Center, on the topics of special education, school discipline and residency requirements. For the general public, we offer booklets on laws relating to bankruptcy, home renovation and construction, municipal court and elder law, all produced in conjunction with NJSBA sections and committees.

These co-sponsorship programs are in addition to a wide slate of initiatives conducted directly by the NJSBF. Through these co-sponsorships, we remain committed to broadening our public education campaign so that free legal information is available to New Jersey citizens statewide. We invite you to work with us so we can accomplish this goal together.

2018-2019 Co-sponsorships

Our grants for fiscal year 2018–2019 support the following organizations and programs:

- The ARC of New Jersey: Equal Justice Webinar Series
 - Bergen County YWCA Title IX Training Series
 - Community Health Law Project: 2019 Law and Disabilities Conference
 - Covenant House: Atlantic City Youth Advocacy
 - Make the Road NJ Immigrants' Rights Project
 - NJ LEEP: Street Law Project
 - PLAN/NJ: Legal and Estate Planning Education
- Rutgers Law School Camden: Foreclosure Defense Clinic*
- Seton Hall Law School: Foreclosure Defense Clinic*
 - Statewide Parent Advocacy Network: Special Education Training Series
- Women in Transition: Family Law Workshops and Newsletters

• *With restricted funds from Bank of America settlement.

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Co-sponsorship Application 2019 - 2020

Please attach a separate sheet(s) that includes the following information, in the format presented:

PROJECT TITLE:

COSPONSORING ENTITY:

Name of Organization:

Include background information for all organizations other than bar associations.

Address:

Contact Person, Name and Phone Number and e-mail address:

PROJECT DESCRIPTION:

Please include a detailed description of the program, any relevant sample materials, and be sure the following questions are answered. All programs must be in strict compliance with the rules governing the use of IOLTA funds, as outlined in the application supplement.

- **What are the law-related themes/topics being addressed by the program?**
- **What is the anticipated timeline from start to finish?**

(Projects should be initiated and completed within the year for which funds are received-- between July 1, 2019 and June 30, 2020.)

- **What is the current need for this program?**
- **Who is the intended audience for the program?**
- **What efforts will be made to publicize the program to its intended audience?**
- **What mechanism will be used to evaluate the success of the program?**

BUDGET DETAIL:

*Funding will not generally be provided for indirect and staff costs, equipment and capital expenses. Please provide a summary of the budget below, as indicated, and attach a line item budget detailing program expenses. ***These items must be completed, even if no contribution is being made.***

AMOUNT REQUESTED FROM THE NJSBF: _____

*** COSPONSOR'S CONTRIBUTION:**

*** OTHER CONTRIBUTIONS:**

TOTAL BUDGET FOR THE PROJECT: _____

**These items must be completed, even if no contribution is being made.*

OTHER INFORMATION:

All applications must be accompanied by:

- A listing of the organization's current Board of Directors.
- A copy of the organization's Certificate of Incorporation.
- A copy of the organization's current bylaws.
- *If requesting more than \$7,500*, please include a copy of the organization's most recent audit or an organization-wide financial statement certified by a financial officer or treasurer.
- *If requesting more than \$7,500*, please include a completed audit certification as indicated in the enclosed policy. Please follow the instructions indicated as appropriate for your organization's funding request. (*Web Users: Please call for Audit Policy, Publications Policy and Video Policy.*)
- A copy of the Cosponsorship Agreement Form signed by two officers of the organization.

PLEASE AVOID USING STAPLES
AND SUBMIT ONE ORIGINAL
COPY.

For questions or additional information, please contact Cynthia Pellegrino, Director of Grant Programs and Administration, NJSBF, at (732) 937-7507 or cpellegrino@njsbf.org.

DEADLINE: FRIDAY, JANUARY 25, 2019

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form

Quarterly Narrative Report

The New Jersey State Bar Foundation must report project information and financial data to the IOLTA Fund of the Board of New Jersey on a quarterly basis. In order to do that accurately, the Foundation requires that all cosponsors who have received funding from the Foundation for a project submit a quarterly report on the following dates: October 15, January 15, April 15 and July 1. To facilitate this process, the following reporting format is requested:

Name of Project:

Name of Cosponsor:

Address:

Telephone/Fax:

Contact Person:

Telephone/Fax:

Reporting Period: _____ July – Sept. _____ Oct. – Dec.

 _____ Jan. – March _____ April – June

1. Describe in detail the work that was conducted during this quarter.
2. If you produced any written, audio or visual material in relation to the project, including press releases, advertisements, flyers, please list and attach a copy.

3. Please submit a detailed financial report using the attached form indicating all expenditures made during the quarter with relation to the project. Please be precise. Include documentation.

Submitted by : _____
Chief Officer Date

Coordinator Date Program

Should you have any questions about the reporting requirements, please contact:

Cynthia A. Pellegrino
Director of Grant Programs and Administration
New Jersey State Bar Foundation
One Constitution Square
New Brunswick, NJ 08901-1520
732-937-7507

A report must be submitted quarterly.

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form

Quarterly Financial Report

All information provided should be based on the fiscal year July 1, 2018 - June 30, 2019.

Name of Project: _____

Total Funding: _____

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|--|
| <p>First Quarter Reporting Period: July 1 - September 30, 2019</p> <p>Report Due: October 15, 2019</p> <p style="text-align: right;">Total Expended _____</p> |
|--|

Detail of Expenses: Please itemize all expenditures made during the quarter. Include documentation.

- Paid Advertising:
- Rental Fee:
- Production:
- Refreshments:
- Duplication:
- Facility Rental:
- Custodial:
- Printing:
- Photocopying:
- Postage:

Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the program.

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form

Quarterly Financial Report

Name of Project: _____

Total Funding: _____

First Quarter Reporting Period: July 1 - September 30, 2019

Total Expended _____

| |
|--|
| <p>Second Quarter Reporting Period: October 1 - December 31, 2019</p> <p>Report Due: January 15, 2020</p> <p>Total Expended _____</p> |
|--|

Detail of Expenses: Please itemize all expenditures made during the quarter. Include documentation.

- Paid Advertising:
- Rental Fee:
- Production:
- Refreshments:
- Duplication:
- Facility Rental:
- Custodial:
- Printing:
- Photocopying:

Postage:

Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the program

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form

Quarterly Financial Report

Name of Project: _____

Total Funding: _____

First Quarter Reporting Period: July 1 - September 30, 2019

Total Expended _____

Second Quarter Reporting Period: October 1 - December 31, 2019

Total Expended _____

Third Quarter Reporting Period: January 1 - March 31, 2020

Report Due: April 15, 2020

Total Expended _____

Detail of Expenses: Please itemize all expenditures made during the quarter. Include documentation.

Paid Advertising:

Rental Fee:

Production:

Refreshments:

Duplication:

Facility Rental:

Custodial:

Printing:

Photocopying:

Postage:

Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the program.

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form

Quarterly Financial Report

Name of Project: _____

Total Funding: _____

First Quarter Reporting Period: July 1 - September 30, 2019

Total Expended _____

Second Quarter Reporting Period: October 1 - December 31, 2019

Total Expended _____

Third Quarter Reporting Period: January 1 - March 31, 2020

Total Expended _____

Fourth Quarter Reporting Period: April 1 - June 30, 2020

Report Due: July 15, 2020

Total Expended _____

TOTAL FUNDS EXPENDED JULY 1, 2019- JUNE 30, 2020 _____

Detail of Expenses: Please itemize all expenditures made during the quarter. Include documentation.

Paid Advertising:

Rental Fee:

Production:

Refreshments:

Duplication:

Facility Rental:

Custodial:

Printing:

Photocopying:

Postage:

Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the program.

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form

End of Project Narrative Report

The New Jersey State Bar Foundation must report project information and financial data to the IOLTA Fund of the Board of New Jersey on a quarterly basis. In order to do that accurately, the Foundation requires that all cosponsors who have received funding from the Foundation for a project submit a quarterly report on the following dates: October 15, January 15, April 15 and July 1, and within 30 days of completion of a project. Any remaining unused funds should be returned to the Foundation and accompany this report. To facilitate this process, the following reporting format is requested for the end of project report:

Name of Project:

Name of Cosponsor:

Address:

Telephone/Fax:

Contact Person:

Telephone/Fax:

1. Describe the project in detail, including its purpose and goals.
2. How many people were served by the program? If possible, please provide demographic information.
3. If you produced any written, audio or visual material in relation to the project, including the actual project, any press releases, advertisements or flyers, please list and attach a copy.

4. Please submit a detailed financial report indicating all expenditures made during the course of the project. See attached form. Please be precise. Include documentation. This final financial report should be certified by your chief officer and your financial officer.

Submitted by: _____

Chief Officer

Date

Financial Officer

Date

Should you have any questions about the reporting requirements, please contact
Cynthia A. Pellegrino at 732-937-7507.

Any unused funds must be returned to the New Jersey State Bar Foundation with this report
within 30 days of the completion of the program.

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form

End of Project Financial Report

Name of Project: _____

Total Funding: _____

Total Unused Funds: _____

Detail of Project Expenses: Please itemize all expenditures made on the project. Include documentation.

Detail of Project Expenses: Please itemize all expenditures made on the project. Include documentation.

Paid Advertising:

Rental Fee:

Production:

Refreshments:

Duplication:

Facility Rental:

Custodial:

Printing:

Photocopying:

Postage:

Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the program. This financial report should be certified by your chief officer and your financial officer.

Submitted by: _____

Chief Officer

Date

Financial Officer

Date