



MASSACHUSETTS BAR FOUNDATION

KEEPING THE PROMISE OF JUSTICE SINCE 1964

2010/2011 IOLTA GRANTS PROGRAM

FINAL REPORT NARRATIVE INSTRUCTIONS

DUE BY SEPTEMBER 16, 2011

The Final Report on your 2010/2011 IOLTA grant will assist the MBF to evaluate the programs it supports and to determine the impact of these programs within their client communities.

The narrative of your report should follow the outline below and should not exceed three (3) pages with one inch margins and 12 point font size. Please write concisely. You are welcome to submit the required information in bulleted form.

For your report to be considered complete, **Final Statistics, Final Budget, and Grantee Questionnaire** forms must be submitted along with the narrative. The forms are available online at www.MassBarFoundation.org.

If you have any questions, please contact Elizabeth Lynch at 617-338-0534 or elynch@massbar.org.

NOTE: Please submit three (3) copies of your entire report.

1. Identifying Information

- Organization Name, Address, Email/Website, and Telephone
- Project Title and Grant Amount
- Name and Title of person completing report

2. Reporting Period—September 1, 2010 ~ August 31, 2011

3. Staffing—Please provide a brief description of project staff (list name and position), as well as any staff changes that have occurred during the reporting period. For non-attorney advocate positions, please provide information regarding supervision and relevant training during the reporting period.

4. Progress to Date—Referring to the goals and objectives in your application (or any revisions submitted subsequent to the grant award), please report on the progress made during the grant period.

Describe specific program activities, reporting the measurable quantitative program outcomes as rigorously as possible, including, as applicable, number of cases opened, clients served, volunteer attorneys recruited, and training sessions conducted. Be sure to differentiate between referrals, brief cases, and full representation cases. If your program utilizes volunteer attorneys, indicate how many took cases (and number of cases) during the reporting period.

Please be sure to provide your own qualitative feedback on program outcomes and activities. In addition, be sure to report on not only service delivery outcomes, but also client outcomes. (how do you define a successful outcome for a client; is the model of service provision meeting the needs of clients you serve, etc.).

If your program does not provide direct representation by attorneys, please define what you consider a “case.” Please provide information regarding the outcomes of program activities (for example, in an ADR program, how many referrals went to mediation, how many mediations reached an agreement).

5. **Collaboration**—Please describe any collaboration with other organizations/agencies and its effect on this specific project.
6. **Funding Update**—How much of the total program budget for the grant period has been secured? How does this compare to the same period last year? How will your organization address any deficits in the spending for this program?
7. **Challenges**—Report briefly on the most significant challenges to your work during the grant period. Describe your efforts to overcome them.
8. **Future of the Program**—Please describe the strategy you are implementing to ensure the sustainability of this project beyond the grant period.
9. **Client Story**—Include a short description of a client who was assisted by this project. Client profiles may be used in Massachusetts Bar Foundation publications, therefore, please change identifiers to protect client confidentiality.

NOTE: Please do not submit a story that you have included with earlier reports, unless you are providing an updated version. We strongly encourage you to provide a new client story with each report.

10. **Final Statistics Form**—Do not use percentages on this form.
11. **Final Budget Report Form**—Be sure to complete the Additional Funding Sources section of this form, if applicable.
12. **Grantee Questionnaire**—This form must be completed, even if you are not requesting to carry over funds. Your report will not be considered complete without this form.

Please submit your Final Report (hard copy format only, not electronic), along with two (2) additional copies, to:

**Elizabeth Lynch, Executive Director
Massachusetts Bar Foundation
20 West Street
Boston, MA 02111**