



## MASSACHUSETTS BAR FOUNDATION

KEEPING THE PROMISE OF JUSTICE SINCE 1964

### 2010/2011 IOLTA GRANTS PROGRAM

#### FINAL REPORT Frequently Asked Questions

**How many copies should be submitted to the MBF?**

Three, which will include the original and two copies.

**Do I need to use any special colors for the paper?**

No. Plain white, 8.5 by 11 is fine. Remember to use 1" margins and 12 pt font!!

**Can I submit the report past the 9/16/11 deadline?**

Please contact the MBF offices as soon as you realize you will need an extension to discuss possible extension of the deadline.

**Will an incomplete or late submission affect my grant for the upcoming year?**

Yes. No funds will be released under new grants until all reporting requirements of previous grants have been met.

**I already sent in my audit and I don't expect to carry over any funds. Do I need to send in the Grantee Questionnaire Form?**

Yes. Your report will not be considered complete without this form.

**MBF Report guidelines are very similar to what they have been for the past several years. Is it best to just update the numbers and add some text about new activities to a previously submitted report?**

The MBF strongly encourages you to submit a new report and client profile for each reporting period. While you may wish to simply update previous reports, please bear in mind that the reports provide an opportunity to report on current progress and challenges of the program and to assess the current impact on the community served. Revising previous reports may hinder your ability to articulate the current activities, as well as the progress of the program over time.

**Are there changes to the reporting guidelines?**

Yes. We have revised the statistics form what was used during the midyear. In addition, please review the Narrative Instructions carefully to ensure your report is complete.

**What is the MBF's preference on report length?**

Please strive to keep your reports brief and meaningful. We encourage you to provide accurate and comprehensive quantitative information, and then provide a critical summary of the work and how it has impacted the clients you serve.

Bulleted information is welcome. Please keep your font-size visible; we like 12 point best.

**Is it ok to staple the pages of the report together?**

Yes. Unlike the IOLTA Applications, it is ok to staple the report together. However, please do not staple all three copies of the report in one bundle.

**What happens if I don't fill in the Client Statistics Form completely?**

Your data will not be entered into our database, and as a result will not appear in reports for reviewers evaluating any future applications. Please also be sure the numbers on the form match the stats included in the narrative of your report.

**Other Helpful Tips:**

- If you are using the word, “advocate,” either as a verb or a noun, please define what it means in the context of your program (i.e., is the advocate a lawyer? What is involved in advocacy?)
- Provide as much support as you can for declarative statements, such as “needs for elder legal services have increased dramatically.” Support could include: information about your organization’s client volume, as well as data or research reports, community statistics, etc.