



# MASSACHUSETTS BAR FOUNDATION

KEEPING THE PROMISE OF JUSTICE SINCE 1964

## 2007/2008 IOLTA GRANTS PROGRAM

### FINAL REPORT NARRATIVE INSTRUCTIONS

**DUE BY September 19, 2008**

The final report on your 2008/2009 IOLTA grant will assist the Massachusetts Bar Foundation (MBF) to evaluate the programs its funds support and to determine the impact of these programs within their client communities. The narrative of your final report should follow the outline below and should not exceed four (4) pages. You are welcome to submit the required information in bulleted form. For your report to be considered complete, the **Final Budget Report, Final Client Statistics Report, and Grantee Questionnaire** forms must be submitted along with the narrative. Online versions of the forms can be accessed at [www.MassBarFoundation.org](http://www.MassBarFoundation.org) or by emailing [foundation@massbar.org](mailto:foundation@massbar.org).

**NOTE: In addition to the original, please include two (2) copies of your entire report.**

#### Identifying Information

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

#### Reporting Period

September 1, 2007 ~ August 31, 2008

#### 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.

#### Goals and Objectives

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.

In describing specific program activities, please report 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. Please be sure to provide your own qualitative feedback on program outcomes and activities (what went well; what could have been better; 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).

**NOTE: Please differentiate between referrals, brief cases, and full representation cases.**

#### Project Highlights

Please include information on any special project highlights occurring during the past year. These highlights may be used in future MBF outreach and publicity efforts.

<b>Client Profile</b>	<p>Please include a short description of a client who was assisted by this project. Client profiles may be used in Massachusetts Bar Foundation publicity, therefore, please change identifiers to protect client confidentiality.</p> <p>Note: Please do not submit a story that you have included with earlier reports, unless you are providing an update on the case. We strongly encourage you to provide a new client story with each report.</p>
<b>Collaboration</b>	Please describe any collaboration with other organizations/agencies and its effect on this project.
<b>Challenges</b>	Please report briefly on the most significant challenges to your work during this grant period. Please describe your efforts to overcome them.
<b>Future of Project</b>	Please describe the strategy you are implementing to ensure the sustainability of this project beyond the grant period. In addition, please include a list of all other funding sources and amounts, both concurrent and potential, for this project.
<b>Final Budget Report Form</b>	<p>Please complete the Final Budget Report Form. When filling out the form, please include a list of all other funding sources for this project. The MBF grant amount plus the total amount of other funding sources should equal the total program budget.</p> <p>If your program is operating at a deficit, please describe how you plan to address this funding shortage in the narrative section of your report.</p>
<b>Final Client Statistics Form</b>	Please do not use percentages on the Final Client Statistics Report Form.
<b>Final Grantee Questionnaire</b>	Please be sure to complete this form, 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 Narrative, together with the Final Budget Report, Final Client Statistics Report, and Grantee Questionnaire, along with two **(2) copies** of the entire report, to:

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