



## Letter of Inquiry and Application Questions

Questions on the Letter of Inquiry form are written in black below.

Questions on the Application form are written in green below.

### SUMMARY

Please list the name of the case for which you are applying. If the case has not yet been filed, please use a placeholder name (projected name of case, project name, etc.).

Case Name

Please enter the amount of funds you are requesting. The maximum grant request is \$50,000.

Amount Requested

Please select the area(s) of focus for the litigation for which you are requesting funds.

Focus Area

Human Rights, Civil Rights, Prisoners' Rights, Voting Rights, Children's Rights, Juvenile Justice Reform, Gun Control, Gender Equity, Disability Rights, Immigrants' Rights, LGBT Rights, Combatting Racism, Fair Housing, Renters' Rights, Workers' Rights, Debt Fairness, Wage Theft, Homeless Advocacy, Clean Water, Clean Air, Clean Soil, Environmental Racism, Community Green Space, Food Policy, Water Conservation, Environmental Impact, Transportation Justice, Energy Justice, Other [select multiple]

Please select the type of case for which you are requesting funds.

Case Type

Class Action, Multi-Plaintiff Case, Environmental Review, Other

Please select the status of the case for which you are requesting funds.

Case Status

To Be Filed, Pending in Trial Court, Pending in Administrative Proceedings, On Appeal, Other

Please select the type(s) of litigation expenses for which you are requesting funds. Please note that the Impact Fund makes grants to cover future costs; we do not cover costs that have already been expended.

Expense Type

Expert Witness Fees and Costs, Attorney/Staff Travel Costs, Discovery-Related Costs, Records Fees, Witness Fees, Scientific Analysis, Court Reporter Fees, Deposition Transcripts, Trial Transcripts, Interpreters, Visual Materials, Class Notice, Mediation Fees, Other [select multiple]

Have you received funds from the Impact Fund for this particular case in the past?

Supplemental Funding

Yes

No

*Please select how you heard about the Impact Fund Grant Program.*

**How Heard**

Impact Fund Grantee, Training Attendee, Conference Attendee, Website, Blog, Google Group, Facebook, Twitter, LinkedIn, Other Research, Referral, Other

*Please select the type(s) of relief you are seeking through this litigation.*

**Relief Sought**

Injunctive Relief, Declaratory Relief, Damages, Restitution, Other [select multiple]

*Impact Fund grants must be repaid if your case is successful and you are able to recover fees and/or costs. Please state whether fees and/or costs are potentially recoverable for your case.*

**Recoverability**

Recoverable

Non-Recoverable

*If you selected "Recoverable," please state the statutory or other basis for recovery.*

*Please list the state, county, city, or neighborhood that will be most affected by the litigation. Feel free to list multiple areas. We prefer that you be as specific as possible.*

**Affected Area**

*Please provide a high-level description of your case.*

*Examples:*

- *Multi-plaintiff civil rights case against the City of New York for religious discrimination and unlawful spying on American Muslims*
- *Environmental racism case challenging illegal storage of 30,000 tons of coal in a low-income and predominantly African-American and Latino community*

**Description**

**PARTIES**

*Please select from the list of registered users in the drop-down lists below to select a signatory contact (i.e., person with legal signing authority at your organization) and a legal contact (i.e., attorney most knowledgeable about the case). If you would like to add a registered user to the system to take on either of these roles, please indicate so below and provide the requested information.*

**Organization**

**Location**

**Administrative Contact**

## Signatory Contact

## Legal Contact

*If you are partnering with another nonprofit organization on this case, please provide their contact information below.*

### Partner Organization Information

Organization Name	
Address	
City, State, Zip	
Contact Name	
Title	
Phone	
Email	
Website	
Facebook	
Twitter	
If IOLTA recipient, which state?	

*If you would like us to direct funding for this case through a fiscal sponsor, please provide their contact information below.*

### Fiscal Organization Information

Organization Name	
Address	
City, State, Zip	
Contact Name	
Title	
Phone	
Email	
Website	
Facebook	
Twitter	
If IOLTA recipient, which state?	

### Co-Counsel

*If you are working with co-counsel on this case, please provide their contact information below. Otherwise, write "n/a."*

### Other Attorneys

*If any other attorneys will be working on this case, please provide their contact information below. Otherwise, write "n/a."*

### Plaintiffs

*Please list the names of the plaintiffs on this case.*

### Defendants

*Please list the names of the defendants on this case.*

### Attorney Experience

*Please describe the background and experience of the lead counsel and other attorneys on the case. Also include two references who have worked with the lead counsel in the past or who can speak to the lead counsel's work experience generally. [250 words]*

## ISSUE

### Issue Summary

*Please provide a summary of the issue your case is addressing and a description of the group or population being impacted. [500 words]*

### Affected Groups

*Please provide any available demographic information describing the affected groups or population located in the area your case will have an impact. [150 words]*

## CASE

### Case Summary

*Please provide a brief summary of your case, including your claim, strategy, and where you are in the process. [500 words]*

## Timeline

*Please include the following:*

- *What steps are completed and when they occurred*
- *What steps are in process and anticipated in the future*
- *Any projected or expected dates [500 words]*

## Additional Case Information

*Please include the following:*

- *Whether the goal of the case is to make or develop law or to enforce existing law*
- *A description of the relief sought*
- *The potential risks of the case*
- *The potential successful outcomes of this case [500 words]*

## Community Involvement

*Please describe how the relevant community is aware of, supportive of, or integral to this strategy. [150 words]*

## Case Filing Information

*For cases that have been filed, please attach the complaint.*

*Then complete the following:*

- *Filing date*
- *Docket number*
- *Court or agency*
- *Names of opposing counsel [150 words]*

## CONTEXT

### Broader Strategy

*If this litigation fits into a broader strategy at your organization or firm (e.g., legal, political, grassroots organizing, media, etc.), please explain. If not, write "n/a." [150 words]*

### Similar Litigation

*If you are aware of similar litigation currently or previously brought by anyone else, please list and describe any ways in which you are working together. If not, write "n/a." [150 words]*

### Others Affected

*Please describe any other groups or classes potentially affected by the litigation. [150 words]*

## FINANCES

### Request Summary

*Please provide a summary of your request, including how the funds would be used and why you need the money. [500 words]*

### Co-Counsel Terms

*If you have co-counsel, please describe the financial arrangements for financing the litigation and sharing of fees and costs. Otherwise, write "n/a." [150 words]*

### Additional Information for Supplemental Requests

*If we have funded this case before, please describe the change in circumstances that has caused you to submit this supplemental request. Do you anticipate needing additional funds in the future? If this is not a supplemental request, write "n/a." [150 words]*

### Litigation Budget

*Please attach a litigation budget for this case.*

*You are welcome to use our budget template or your own. Make sure to include the following:*

- Subtotals for all expense categories, including line items for all major expenses*
- Funding sources (foundation support, co-counsel, donations, self-funded, etc.)*
- Status of funding sources (planned, requested, granted, received, etc.)*
- Date expense was incurred or is projected to be incurred*
- Total projected cost of the litigation*

### Financial Statements

*FOR NONPROFIT ORGANIZATIONS ONLY:*

- If your organization conducts an annual audit, please attach a copy of your most recent audited financial statements. (You do not need to attach any other financial documents.)*
- If your organization does not conduct an annual audit, we ask that you submit the most recent financial statements you have prepared for board review, and your most recent 990.*