



MICHIGAN STATE BAR FOUNDATION

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Linda K. Rexer

August 29, 2008

Via E-mail

Director
Program Name
Address

RE: 2009 Grant Application Forms – due September 26, 2008

Dear:

The 2009 IOLTA and Filing Fees grant application forms must be submitted to msbf@msbf.org by **Friday, September 26, 2008** in electronic format using Adobe Acrobat (7.0 or later) and Microsoft Excel software. In addition, one complete paper copy should be mailed to the Foundation at 306 Townsend Street, Lansing, Michigan 48933. The Foundation also asks that LSC grantees submit a copy of the narrative section of their most recent LSC proposal if not previously sent to MSBF.

You may provide any attachments not available electronically in hard copy. Prior data for current grantees is already imported in the attached electronic files. If no prior answer appears for a particular question, you must provide one. The application and report forms are consolidated so that the same or parallel questions can be used in the same order for either purpose. This allows you to simply check a box when there is no change to the answer you submitted previously or to make edits to update items to show changed or current information.

There are a small number of forms that are used for the application but not for the report and vice versa (as noted on the forms). The electronic file will contain only those forms needed for grant application purposes, but you may view generic copies of all forms and instructions at www.msbf.org/grants/lsc/app/index.html. Apart from adding a column for hotline volunteers (vs. paid staff) to the staffing forms, there are no materials changes from the 2008 application forms.

If you experience any difficulty with the software or files, please call Rick Winder immediately. Please also call if you have other questions or need any other type of help to meet the **September 26, 2008** deadline.

Sincerely,

Linda K. Rexer
Executive Director