Due date is 12 months after signature on Grant Acknowledgment Form

Grant Report Form

The Joanna Foundation

Section 1. Organizational Information

Organization Name: Pro Bono Legal Services, Inc.

Mailing Address: Post Office Box 1116

City: Charleston State: SC Zip: 29402

Authorized Officer for this Grant: Alissa C. Lietzow

Individual's Email Address: ALietzow@charlestonprobono.org

Individual's Title: CEO

Individual's Phone Number: (843) 853-6456

Have the grant funds been fully expended? Yes (●) No ( )

If "No," stop here and contact The Joanna Foundation for consultation.

Section 2. Grant Summary

Start Date *(date on p.1 - mm/dd/yyyy)*: 10/31/2024

Grant Amount: $ 1,500

Project Title: Outreach Expansion

Overall Purpose *(select one)*

- Operating support [ ]
- Administrative/technical support [ ]
- Seed money/startup funds [ ]
- Specific project/program [✔] *(insert title or one sentence summary below)*
- Matching funds [ ]
- Capital campaign [ ]
- Facilities/equipment [ ]

Outreach Expansion

Were major changes made to the project after the grant was received? Yes ( ) No (●)

If "Yes," please explain why and summarize the changes as part of your Summary of Impact.

Section 3. Summary of Impact

Separately, using software of your choice, write a concise summary of how the grant helped achieve the objective of the request. For example, you may mention activities to date, progress toward milestones, participation by volunteers, partners or audience members, and/or significant achievements. You may use metrics to show change or anecdotal examples to illustrate impact. You may use bullets or lists. Describe the difference that The Joanna Foundation grant made to your organization in this time frame. We recommend one page of text or less. You may add items that showcase your work, such as a photo, graphic, chart, media article, testimonial, or link to a short video.

When you are satisfied with your draft, save your Summary of Impact in pdf format, attach any additions, insert your material after this page, and submit the combined file (consisting of this 2-pg form + your materials) as a single pdf file.

Statement of Impact

From November 1, 2024 through April 30, 2025, our office hosted or attended thirty-six outreach events to spread awareness about the civil legal assistance we can offer low income residents of Charleston County. This surpassed our goal of 25 events in the calendar year, and we completed this in half of the expected time.

Thanks to the generous support of The Joanna Foundation, we were able to make key purchases for an outreach kit and marketing supplies as part of our effort to ensure justice for all. This includes a new table and custom tablecloth, four new table top banner stands, brochures for each of our legal services, a cart to allow for a mobile office, and pens, cups, and other branded items to get our name and services out to the public.

Outreach and marketing materials offer a significant impact as it allows us to educate, connect, and build community. For example, our family law attorney took her office on the road when an area senior center requested an educational session and clinic on estate planning. Using newly purchased outreach materials, she was able to offer crucial advice and counsel to our senior members who may not have the ability to make the trip to our downtown office. We used our outreach kit at a back to school fair hosted by McKinney-Vento, a Charleston Hispanic Association event, a Veteran's Stand Against Homelessness resource fair and several other community events.

We continued to build partnerships with area organizations in our outreach efforts to ensure we are reaching our clients in a variety of ways. We present to the Palmetto Excel Program for Adult High School Students each quarter, we participate in Trident United Way's SafetyNet Breakfasts regularly, and we recently launched a strategic partnership with Neighbor's Together to offer an "Ask A Lawyer" session on the first Wednesday of the month. Outreach kits will be crucial to our growth as we explore satellite offices to make access to our services easier for our clientele. Many of our clients rely on public transportation to get to our office, which can be time consuming and unreliable.

When we can provide access to the application process, complete intake on site, and have attorneys on hand where clients are, we are removing a barrier to justice. The funds provided by the Joanna Foundation were instrumental in these important outreach efforts.



