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FY2025 Civil Legal Counsel Projects Program Legal Services Provider Organizations APPLICATION SAMPLE FORM

Applications due by 11:59pm ET on Friday, August 30, 2024

Before beginning the application, please read the program guidelines, application instructions, and award process information: <https://www.dcbfoundation.org/grants>. Sample application forms are available via the specific grant program under the link.

For technical assistance, refer to: <https://dcbfoundation.org/grantee-portal/>. If you have questions about the application or application process, please email grants@dcbfoundation.org.

Applicant Information

Organization Information: Name; Address
Applicant Information: Name; Phone; Email

Executive Summary

Please provide info for the most senior legal staff member working directly on the project: First Name; Last Name; Email; Job Title

Project Name:

Grant Category: *Eviction – Related Proceedings*

Specific Group(s) or Targeted Populations(s) served by this project for which you are seeking funding:

[General Low-Income Population], [Households with Children], [Individuals with Housing Subsidies], [People who are illiterate or have low literacy], [People with limited English proficiency], [Returning Citizens (Formerly Incarcerated Individuals)], [Residents of affordable housing units slated for conversion], [Seniors 60 and over], [Veterans], [Victims of domestic violence], [Victims of housing discrimination], [Other, please specify: _____]

In one or two sentences, provide a short description of this project.

Is this a joint application with a nonprofit that does not provide legal services? (Please note that a MOU will be required if this grant is awarded.) Yes / No (*If “Yes”, specify the collaborating organization.*)

If this is a joint application with a nonprofit that does not

provide legal services: The Project Name for this application needs to be the same as the project name for your collaborating organization. Please coordinate with your collaborating organization to ensure both applications use the same Project Name. You can edit the Project Name in the grants management system any time PRIOR to when you submit the application.

Organization's Alignment with Requirements of the Civil Legal Counsel Projects Program (CLCPP) *The DC Bar Foundation shall award CLCPP grants to "designated legal services providers" or nonprofit organizations that apply jointly with a "designated legal services provider." The definition of the term is located in the DC Code § 4-1801.*

Are Headquartered in the District of Columbia: Is the headquarters of your legal services division located in the District of Columbia? (Y/N)

Possess expertise in housing law, landlord-tenant law, or related experience in representing eligible individuals or groups in covered proceedings:

- What are the most significant qualifications of the team who will provide services under this grant? *Please limit your response to 500 words or less.*
- Please describe your organization's intake process and data collected at intake. *Please limit your response to 500 words or less.*

Budget & Funding

Funding Request: *(For the period January 1 – December 31)*

Total Project Budget: *(For the period January 1 – December 31)*

Percent of Project Request to Be Funded by DCBF: *(auto-calculated)*

Total number of attorney full-time equivalents (FTEs) to be covered by the requested DCBF funds:

Total number of attorney FTEs that are or will be working on this project under the total project budget:

Application Narrative

(Please limit your responses to each question to 500 words or less.)

Need and Project Description

Please provide a brief description of the biggest need(s) or issue(s) faced by DC residents with low income or under-served and threatened with any of the "covered proceedings," as defined in the Civil Legal Counsel Projects Program in the DC Code. Make sure to include

relevant data and statistics that highlight the need(s) or issue(s), especially in DC.

Explain how your project aligns with DCBF priorities.

For returning applicants, if you are requesting more than a 10% increase in funding over last year's award, please explain the increased need for funding (for example, an increase in services and outcomes, increased time spent per case, salary increases, project expansions, etc.)

Impact of this Funding

Breakdown of the total number of DC residents with low income or under-served who will benefit from this funding by specific demographic and service categories, as defined in the statutory provisions governing the Civil Legal Counsel Projects Program. Please estimate the numbers requested below to the best of your ability. Please note that we will ask you to provide data on this in the interim and final reports.

You will enter details via an online form in the grants management system.

Gender	# of DC Residents	DC Resident Percentages
Female		
Male		
Transgender Female		
Transgender Male		
Unlisted		
Unknown		

Race	# of DC Residents	DC Resident Percentages
Black or African American		
Asian American		
Native Hawaiian or Other Pacific Islander		
American Indian/Alaska Native		
White		
Other or Multiple Races		

Ethnicity	# of DC Residents	DC Resident Percentages
Hispanic or Latino		
Non-Hispanic or Non-Latino		

Age	# of DC Residents	DC Resident Percentages
Under 18		
18-35		
36-59		
60 and over		

Income	# of DC Residents	DC Resident Percentages
Below 100% of current Federal Poverty Guidelines		
Between 149% and 100% of current Federal Poverty Guidelines		
Between 200% and 150% of current Federal Poverty Guidelines		

Representation of

Opposing Party # of DC Residents DC Resident Percentages

Opposing Party is Represented by a Lawyer

Opposing Party is Self-Represented

Opposing Party is Represented in Another Way

Outreach

How does your organization engage DC residents with low income or under-served and threatened with any of the “covered proceedings,” as defined in the statutory provisions governing the Civil Legal Counsel Projects Program? Please include how your organization engages with external institutions for outreach, if applicable.

Proposed Performance Measures

Please read the standard and criterion below and provide estimates for each criterion for the grant period (January 1-December 31). Only provide the performance measures that will be covered by the CLCPP funds. For example, if you request that 30% of the project be covered by CLCPP funds and 70% of it will be covered by other funds, and you plan to accept 100 cases for brief advice, 30 of those cases would be funded through CLCPP, and you would use this number for your performance measures. The remaining 70 cases would be covered by other funds, and you would not include these in this proposal. If your proposal is approved, these will become your performance measures for the grant period, and you will report progress on these goals to DCBF semiannually.

Definitions for many of these terms are included in the section on performance measures in the program overview.

Performance Measures for Legal Services Provided to DC Residents With Low Income or Under-served - *Provide the requested data (numbers only) and brief narrative (when requested) for the reporting period. Enter a "0" for any question that is required and you did not complete the activity or provide that kind of service. Refer to the Definition of Terms for further detail.*

Total number of DC residents with low income or under-served who will receive direct legal assistance (includes advice, brief service, extended representation) through this project.

DC Cases Accepted

Estimate the number of DC cases (NOT individuals) that will be accepted for assistance, by type of service, with this funding during the grant period (January 1 - December 31). Do not include cases placed or co- counseled with pro bono attorneys. Enter "0" if you do not plan on providing that particular type of service during the grant period. If needed, provide a short description of the cases.

For example, "Advice-only cases will be handled in the areas of eviction defense, housing conditions, and utility termination." Definitions of these types of legal services are available

in the Program Overview and Application Instructions.

Legal advice or counsel.

Short description of legal advice or counsel.

Brief services

Short description of brief services.

Limited scope representation

Short description of limited scope representation.

Full representation

Short description of full representation.

Other kinds of assistance

Short description of other kinds of assistance

Total number of DC cases *(auto-calculated by summing case numbers entered above)*

Performance Measures for Increasing Accessibility to Legal Services

Estimate the number of DC residents with low income or under-served who will receive services from each ward.

Note: The sum of the values entered in this section should equal the value you entered for the question: Total number of DC residents with low income or under-served who will receive direct legal assistance (includes advice, brief service, extended representation) through this project.

Residents Served by Ward Break Down:

Ward 1:	Ward 2:	Ward 3:	Ward 4:	Ward 5:
Ward 6:	Ward 7:	Ward 8:	Homeless or Ward Unknown:	

Total of Residents Served by Ward:

Language Access: *Provide the number of DC residents with low income or under-served to be served with limited or no proficiency in Spoken English, if applicable.*

Community Legal Education Events for DC Residents With Low Income or

Under-Served *This includes community legal education events, clinics, know your rights trainings, and other legal trainings provided for DC residents who with low income or under-served. This does NOT include clinics or trainings/events held for other DC organizations or pro bono attorneys. Live and/or virtual events.*

Number of educational events to be held, including Know Your Rights trainings, for DC residents with low income or under-served.

Short description of the community legal education events to be held. *Include approximate frequency for each training in bullet/list format. Type "N/A" if you do not plan on holding any community legal education events.*

Number of trainings to be held for other DC organizations during this grantmaking period. *Provide information on trainings for other DC organizations. Do not include events you held for DC residents with low income or under-served or pro bono attorneys.*

List potential subject matters to be covered during those trainings.

Performance Measures for Pro Bono Development

Provide an estimate for each of the performance measures relating to pro bono development below. Enter "0" if you do not plan on incorporating particular pro bono performance measures with this funding into your project during the grant period. If needed, provide a short description of the activities. For example, "We will offer training three times throughout the grant period to DC attorneys in handling cases and roles assigned to them in this project." Definitions are available in the Program Overview and Application Instructions.

Estimate the number of pro bono attorneys this project will train during the grant period.

Estimate the number of cases that will be placed with pro bono attorneys.

Estimate the number of cases that will be co-counseled with pro bono attorneys.

Attachments – the following documents will be uploaded with your application:

Data Packet

Download the document via the DCBF website under this link:

<https://www.dcbf.org/civil-legal-counsel-grants>.

Upload the completed document as an Excel file.

Data and Information Collection Requirements Attachment

The data collection requirements of the Civil Legal Counsel Projects Program are significant and evolving, as they involve both statutorily required data and comprehensive programmatic data for the purpose of our ongoing evaluation. As noted in the Data and Information Collection Requirements Attachment, participants in this

program commit to providing all requested data, including some data points that may not yet be established. Please review the current data collection requirements available via the DCBF website under this link: <https://www.dcbfoundation.org/civil-legal-counsel-grants>.

Please sign and upload as a PDF file.

Budget Explanation Notes

Download the document via the DCBF website under this link:

<https://www.dcbfoundation.org/civil-legal-counsel-grants>

Upload the completed document as a PDF file.

Supporting Documentation

Upload as a PDF file.

Resumes

Current resumes of all staff and supervisory personnel who will be involved in the activity for which funding is sought. If any positions are currently vacant, include the position's job descriptions. Please upload each resume as a separate PDF file and include the project staff person's name in the file name. If you are uploading a position description include the position title in the file name.

Signatures

In the grants management system, click the Submit – Pending Signature button to submit the completed application for e-signature by the persons listed as Executive Director and Board Chair in your Organization Profile.

Signature:

Executive Director/President/CEO

Board Chair/President