

2019 ATJ Grants (Underserved Areas) Application

Instructions

2019 ACCESS TO JUSTICE GRANTS PROGRAM APPLICATION FOR UNDERSERVED AREAS REQUESTS

The application is due by 12:00 pm EST on Friday, August 24, 2018.

****This application is limited to those applying for funds under the Underserved Areas category only.****

INSTRUCTIONS: Before beginning the application, please read the program guidelines, application instructions, and award process information on [this document](#). For technical assistance, please refer to [this page](#) on our website. If you have questions, please email grants@dcbfoundation.org or call (202) 853-9023.

REQUIRED SECTIONS: There are three sections, all required, for the 2019 Access to Justice (ATJ) Grants Program application:

1. **PART ONE: ORGANIZATION DATA** describes the overall civil legal aid organization that is applying for DCBF funding. If you are applying for more than one grant, this information should be the same for all applications since it is about your organization, rather than about your proposal (Part Two). There are two options: (1) you can submit one application before starting the second, and the information entered in Part One will auto-fill into Part One of your second application, if the second application is created under the same account with which the first was submitted; or (2) you can download this [Word document](#) with the Part One questions, prepare your answers on this document, and then copy and paste into Part One for each application.
2. **PART TWO: PROPOSAL** describes the project for which public funding is requested. You must submit a different Part Two for each proposal submitted.
3. **PART THREE: PROPOSAL ATTACHMENTS** includes required signatures, the Data Packet (the project budget, staffing, and funding), client eligibility guidelines, client story, letters of support, memoranda of understanding, resumes, staff training, and any supplemental documents.

OPTIONAL SECTION: The final section gathers feedback on the number of hours and individuals required to complete this grant application, plus an open-ended feedback question regarding the application.

Applicant Information Session

A joint information session for organizations interested in submitting proposals for the 2019 ATJ Underserved Areas and Interpreter Bank Grants Program and/or the 2019 Private Grants Program will be held on **Wednesday, July 25 from 10:00 am to 12:00 pm**. RSVPs are required. Please email the name(s), title(s), and email address(es) of individual(s) attending to grants@dcbfoundation.org by Monday, July 23 to register.

Part One: Organization Data

PART ONE: ORGANIZATION DATA

Applicant: Please describe here your overall civil legal aid organization or program. If your civil legal aid program is part of a larger entity that provides services other than civil legal aid (for example, it is a general human services agency), describe **ONLY** the division or department that provides legal services to low-income DC residents.

A. Organization's Contact Information

1. Organization Name

2. Website URL

3. Physical Address

Street Address (incl. suite number)

City State

Postal Code

4. Mailing Address

If different from Physical Address, please provide your mailing address below. Include street address, suite number, city, state and postal code.

5. Contact Person for this Application

First Name Last Name

Job Title

Email Address

Office Phone

Format: XXX-XXX-XXXX

Extension

Format: XXX

6. Executive Director Information

If the Executive Director/Chief Executive Officer differs from Contact Person provided above, please provide ED/CEO's information below.

First Name

Last Name

Email Address

Phone Number

Include extension, if applicable.

B. Organization's Budget and Legal Staff

1. Fiscal Year Start & End

Example: October 1 to September 30

2. Organization's Total Budget (Current Fiscal Year)

No commas or dollar signs. EX: 1500000

3. Total Budget for Legal Services Department (Current Fiscal Year)

If your organization's sole activity is providing legal services to low-income people, your legal services department budget will be the same as the amount you provided in Question #2 Organization's Total Budget. No commas or dollar signs. Example: 500000

4. Current Legal Services Department Staffing
Count part-time employees as 1, rather than 0.5.

a. Number of Casehandling Staff and Senior Attorneys:

b. Number of Casehandling Legal Supervisors, Legal Directors and Executive Director:

c. Total Number of Casehandling Attorneys Employed by your Organization:

Sum the amount for Question #4a and #4b.

C. Organization's Mission and Legal Services

1. What is your organization's mission statement?

75 words maximum.

2. Briefly describe a recent success in increasing access to justice for low-income DC residents that you believe best exemplifies the work of your organization.

75 words maximum.

3. ISSUE AREA(S) related to the legal services addressed by your organization.

Select all that apply.

4. POPULATION(S) served by your organization through legal services work.

Select all that apply.

D. Organization's Systems for Promoting Quality, Efficiency, and Effectiveness in the Delivery of Civil Legal Aid

Directions: Please read the standard and criteria below, and answer the following questions regarding **your organization's** delivery of civil legal aid. Answers must not exceed 200 words each.

Standard: Funding will be provided to civil legal aid organizations that have systems in place that align with widely accepted industry standards for promoting quality, efficiency, and effectiveness in the delivery of civil legal aid, including methods for self-assessment to provide feedback regarding the extent to which those systems are achieving their desired purpose.

Criteria: A strong proposal will demonstrate that the organization:

1. Seeks to identify and respond to the most pressing civil legal needs of the low-income people it serves;
2. Has systems in place to ensure appropriate supervision, training, and development of its staff, and applies feedback obtained from stakeholders and clients to evaluate and improve organization effectiveness and quality;
3. Integrates pro bono attorneys and others to supplement and increase the effectiveness of its representation and other services;
4. Provides other services designed to increase accessibility of legal services for low-income DC residents, such as assistance with self-help strategies, legal information through its website or other channels, and community legal education; and,
5. Engages with other important stakeholders working on behalf of or serving its targeted client population, such as the judiciary, government agencies, and social services agencies.

1. Identifying and responding to the most pressing civil legal needs of the target population. How does the organization periodically assess the legal needs of the population it serves and apply that information to ensure its resources are focused on the needs that are most pressing?

2. Providing effective, high-quality legal services. How does the organization ensure legal representation and other legal services are effective and of high quality?

3. Integrating pro bono attorneys and other volunteers in service delivery. How does the organization engage pro bono attorneys and other volunteers to expand client services or otherwise assist the organization?

4. Providing other legal services. How does the organization achieve its goals and objectives through the provision of services OTHER than legal representation to its client population by staff or pro bono attorneys – for example, telephone intake and legal advice, pro se assistance, community legal education, etc.?

5. Engaging other stakeholders. How does the organization collaborate with and influence other stakeholders involved with its client population? Please give one or two examples of your most significant collaborations and describe how they have benefited your client population.

E. Certificate of Compliance

By typing in your name ("Signature") and the date ("Date") below, you certify that you have read all the information on this tab and that your organization is able to comply with the following requirements.

1. **Civil Rights Requirements:** A grantee must agree to comply with all applicable federal civil rights laws under 28 C.F.R. 42.206. Grantees should be able to provide accessible programming to individuals with limited English proficiency.
2. **Equal Employment Opportunity, Diversity and Language Access Program:** Grantees will be required to successfully complete the DC Office of Human Rights Equal Employment Opportunity, Diversity & Language Access Program. Plus, grantees must post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees. Finally, grantees must establish a process for addressing civil rights complaints within the organization and must appoint an Equal Opportunity Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.
3. **Non-discrimination in hiring and/or delivery of services and discrimination reporting:** In accordance with the applicable federal statutes listed below, as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify DCBF within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes.

Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and 42 USC 3789d; the Victims of Crime Act (42 USC 10604 (e)); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701; Title II of the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§ 12111 et seq; Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681 through 1688; the Age Discrimination Act of 1975, 42 U.S.C. Sections 6101-6107; 28 CFR pt. 38- Equal Treatment for Faith-Based Organizations; the Department of Justice Nondiscrimination Regulations 28 CFR pt.42, subpts. C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR pt. 35.

Signature

Date

Part One: Organization Data (Attachments)

PART ONE: ORGANIZATION DATA (continued)

Please continue with the final section - Attachments - for Part One: Organization Data below.

F. Organization Attachments

If you are applying for more than one grant (either ATJ or Private), you only need to submit these attachments **ONCE**. For example, if you are submitting one application for Private Grants and two for ATJ Grants, please select one of the three applications on which to include these documents; do not include these documents with all three applications.

All attachments must be submitted as PDFs. To attach a file, click "Choose file," select the file you want to upload from your computer's finder window, and then click "Upload" located below "Choose file." The maximum size for all attachments combined - in entire application - is 50 MB. If your attachments exceed 50 MB combined, please email grants@dcbfoundation.org.

Attachment 1A: Nonprofit Status

Required on one application. The organization's Internal Revenue Service ruling letter regarding applicant's tax-exempt status. Upload as a PDF.

FINANCIAL INFORMATION: Two examples are provided below to offer some guidance on this section, but it is highly advised that you consult your financial staff to ensure that the complete and accurate documents are uploaded.

Example 1: your fiscal year is October 1 to September 30, you are currently in FY18, and your FY17 audit is final:

- Attachment 1D will be your complete/approved FY17 audit.
- Skip Attachment 1E.
- Attachment 1F will be your FY18 partial fiscal year statements (October 1, 2017 through the most recent financial statements), including each month's Profit & Loss Statement, Balance Sheet, and Statement of Cash Flow.

Example 2: your fiscal year is July 1 to June 30, you are your FY18 audit is in draft form or has not been started:

- Attachment 1D will be your complete/approved FY16 audit.
- Attachment 1E will be your draft FY17 audit or unaudited FY17 Financial Statements (July 1, 2017 to June 30, 2018), including each month's Profit & Loss Statement, Balance Sheet, and Statement of Cash Flow.
- Attachment 1F will be your FY18 partial fiscal year statements, (most likely just July 2018, but if you have not closed out July 2018 as of the date you submit this application, skip this attachment), including each month's Profit & Loss Statement, Balance Sheet, and Statement of Cash Flow.

Attachment 1B: Organizational Budget

Required on one application. The organization's current annual organizational budget, including breakout of expenditures specifically for civil legal services to low-income people. Upload as a PDF.

Attachment 1C: Form 990

Required on one application, if it is available. The organization's most recent Form 990 and schedules. Upload as a PDF.

Attachment 1D: Audited Financial Statements

Required on one application, if it is available. Provide the organization's most recent audited financial statements. Include the auditor's notes and management letter. Upload as a PDF.

Attachment 1E: Full Fiscal Year Financial Statements

If not already supplied in "Attachment 1D: Audited Financial Statements," provide the organization's most recent full fiscal year (12 months) statements. Include the Statement of Financial Position (a.k.a. Profit & Loss), Statement of Activities (a.k.a. Balance Sheet) and Statement of Cash Flows. Upload as a PDF.

Attachment 1F: Partial Fiscal Year Financial Statements

If necessary, provide the Statement of Financial Position (a.k.a. Profit & Loss), Statement of Activities (a.k.a. Balance Sheet) and Statement of Cash Flows from the close of the organization's fiscal year to the most recent closed accounting period. (These statements will be for less than a 12-month period.) Upload as a PDF.

Part Two: Proposal

PART TWO: PROPOSAL

In Part Two Proposal, please describe the activities for which you are seeking DCBF funding. If you are applying for a joint project, please read the section that contains explicit details located in [Program Overview and Application Instructions](#).

A. Executive Summary

1. Project Name

2. Grant Category

This application is only for the "Underserved Areas" category.

Underserved Areas

3. Has this project received funding from the DC Bar Foundation in the past three years?

If you answer "Yes," skip to Question #5. If you answer "No," read Question #4 and complete the form via the link provided.

4. New Funding Interviews: Please complete **this form** if this is a new proposal or this project has not received funding from DCBF in the past three years. Representatives of new projects may be required to interview with staff and members of the Foundation's leadership. The interview will last approximately 45 minutes and take place the week of September 24. There will be two slots in the morning, and two or three slots in the afternoon, depending on the number of applicants we receive. DCBF staff will contact the organization's executive director by September 7 to schedule the interview.

5. Past Funding: Please provide below the amount of funding this project has received from the ATJ Grants Program in the past three years. Enter "0" for any year in which you did not receive funding. Do not use commas or dollar signs (example: 50000).

a. FY18 ATJ Grant Amount

Grant year: Jan. 1, 2018 to Dec. 31, 2018

b. FY17 ATJ Grant Amount

Grant year: May 1, 2017 to Dec. 31, 2017

c. FY16 ATJ Grant Amount

Grant year: May 1, 2016 to April 30, 2017

6. Are you applying for a joint project?

Please refer to the Program Overview and Application Instructions document for explicit instructions on how to apply for a joint project using the online application system.

7. Please list below the organization(s) with which you are submitting a joint application.

Please provide the organization's full name, not the abbreviation. If you are not applying for a joint project, type "N/A".

8. ISSUE AREA(S) related to the legal services for which you are seeking funding.

Select all that apply.

9. POPULATION(S) served by this project for which you are seeking funding.

Select all that apply.

B. Funding Requested, Budget and Staffing

1. Funding Requested (January 1, 2019 to December 31, 2019)

The amount should match Cell F38 on Tab A Project Budget of Attachment 2B: Data Packet. No commas or dollar signs. Whole numbers only. Example: 50000

2. Total Project Budget (January 1, 2019 to December 31, 2019)

The amount should match Cell H38 on Tab A Project Budget of Attachment 2B: Data Packet. No commas or dollar signs. Example: 100000

3. Percent of Project Requested to be Funded by DCBF

Divide the amount in Question #1 by the amount in Question #2. Do not include percentage symbol, and round to nearest whole number. Example: 30

4. Total number of attorney full-time equivalents (FTEs) to be covered by the requested DCBF funds indicated in Question #1.

Include the number of **attorney** FTEs (those carrying a caseload) who will be funded ONLY by the requested DCBF funds. This number should match Cell F28 on Tab B Proposed Staffing of Attachment 2B: Data Packet. Example: 1.15

5. Total number of attorney FTEs that are or will be working on this particular project under the total project budget indicated in Question #2.

Include the number of **attorney** FTEs (those carrying a caseload) who will be funded by the requested DCBF funds and by other funds. This number should match Cell H28 on Tab B Proposed Staffing of Attachment 2B: Data Packet. Example: 2.25

C. Description of Request

1. Please provide a brief, high-level snapshot of the project for which your organization is seeking DCBF funding, including specifically the activities and staffing for which you are seeking funding. If you are requesting an increase in funding, please explain what these extra funds would cover.

200 words maximum.

D. Statement of Need and Strategy

Please provide a brief outline, **in bullet points**, of the need(s) or issue(s) that will be addressed by this project, and how the project will address this need or issue.

1. Need(s) or issue(s) to be addressed:

For example, "Metropolitan Police Department receives on average more than 30,000 domestic violence-related calls annually." Bullet-point format. 100 words maximum.

2. How will this project address the need(s) or issue(s) indicated in Question #1? State the goals you will seek to achieve, with specific activities you will undertake to achieve these goals, with this funding.

Provide activities and goals that apply to this grant year ONLY. For example, if the issue to be addressed is the high need for representation in domestic violence matters, you may state, "To reduce the number of tenants who are unrepresented [the goal], we will (1) provide same-day representation to low-income DC tenants in Civil Protection

Orders, and (2) staff the NW Domestic Violence Intake Center three days a week [the activities], and (3)..." Bullet-point format. 200 words maximum.

E. Impact of this Funding

Please provide a brief outline about the impact this funding will have on low-income DC residents.

1. Number of low-income DC residents who will benefit from this funding:

Include those receiving direct legal assistance/information, training/outreach, plus those who will benefit from systemic cases. Whole numbers only and do not use commas. Example: 1500

2. The specific geographical area and/or target community that will benefit from this funding:

Provide specific Wards, areas of the city, neighborhoods or populations. Bullet-point format. 50 words maximum.

3. In what ways will low-income DC residents immediately benefit from this funding?

Provide immediate benefits only. For example, if you are representing individuals in domestic violence related cases, the immediate benefits could be that the individual receives legal representation or advice, escapes violence, and obtains protection for themselves and family members, etc. You will provide longer-term or secondary benefits in Question #4. Bullet-point format. 100 words maximum.

4. Describe the long-term impact or secondary benefits you anticipate that low-income DC residents will receive from this funding:

Following the example provided in Question #3, the long-term impact and secondary benefits could include a more stable household, financial independence, and more stable education for their children, etc. Bullet-point format. 100 words maximum.

Part Two: Proposal (Performance Measures)

PART TWO: PROPOSAL (continued)

Please continue with Section F Performance Measures for Part Two Proposal below.

F. Performance Measures for Assessing Alignment of this Project with DCBF Standards

Directions: Please read the standard and criteria below, and provide estimates for each criteria for the grant period (January 1, 2019 to December 31, 2019). If your proposal is approved, these will become your performance measures for the grant year, and you will report progress on these goals to DCBF semiannually. Only provide the performance measures that will be covered by the ATJ funds. In other words, if you request that 30% of the project be covered by ATJ funds and 70% will be covered by other funds, 30% of the project's work would be covered by ATJ funds and 70% of the work would be supported by other funds. For example, if you plan to accept 100 cases for brief advice, 30 of those cases would be funded through ATJ funds, and you would use this number for #1d of your performance measures. The remaining 70 cases would be covered by other funds, and you would not include these on this proposal. Definitions for many of these terms are included in the section on performance measures in the **Program Overview and Application Instructions**.

Standard: Funding will be provided only to projects that measure and report to DCBF their performance against stated goals with respect to legal services to be delivered, outreach and training, pro bono development, and any other activities to be funded under the requested grant.

Criteria: A strong proposal will demonstrate that the project:

1. **Has ambitious yet realistic goals for delivering significant amounts of legal services**, as measured by the volume and type of legal services to be provided, the number of DC residents to be assisted, the number of cases to be accepted, the DC wards from which the majority of clients are anticipated, and other measures.
2. **Seeks to increase access to services to residents in underserved areas of the District**, as measured by the percentage of the total proposed legal services that will be provided in areas containing the greatest concentrations of low-income residents.
3. **Has high goals for providing significant amounts of outreach and training**, as measured by the number of outreach efforts and/or trainings that will be conducted, the number of individuals to whom outreach will be conducted, the number of trainings to be held, the number of DC residents who will attend, the volume of materials distributed (literature, website accesses, etc.), and other relevant measures.
4. **Seeks to increase engagement of pro bono attorneys and law firms in the provision of legal services to low-income DC residents**, as measured by the number of pro bono attorneys recruited, the number of attorneys trained, growth in the total number of attorneys and firms participating, and other relevant measures.
5. **Has adequate capacity for delivering the services that are proposed**, as indicated by experience in providing services similar to those being proposed, related current work that will be supported or enhanced by the proposed services, and other factors.
6. **Has a high likelihood of sustainability**, taking into account such factors as potential funding sources beyond DCBF, a track record of successful fundraising, a longer-term service delivery strategy, and other factors.

1. Performance Measures for LEGAL SERVICES Provided to Low-Income DC Residents

Low-income DC Residents Served

Estimate the **number of low-income DC residents** (NOT cases) this project will serve during the grant period.

- a. Total number of **low-income DC residents** (NOT cases) whose cases will be accepted for direct legal assistance (includes advice, brief service, extended representation) through this project.
- b. Total number of **low-income DC residents** (NOT cases) that your project will serve through direct legal assistance (the amount provided in Question #1a above), PLUS trainings, legal information, co-counseled cases, etc. Do **not** include those who may benefit from systemic cases.

DC Cases Accepted

Estimate the **number of DC cases** (NOT individuals) that will be accepted for assistance, by type of service, under this project during the grant period. Do not include cases placed or co-counseled with pro bono attorneys; those figures will be collected in Question #4d and Question #4e, respectively. Enter "0" if you do not plan on providing that particular type of service during the grant year. If needed, provide a short description (maximum of 100 words) of the legal matters covered in each case type. For example, "Advice-only cases will be handled in the areas of civil protection orders and lease agreement terminations." Definitions of these types of legal services are available in the [Program Overview and Application Instructions](#).

- c. Number of DC cases that will be accepted for **advice or legal counsel** only:

Short description of advice or legal counsel cases that may be accepted.

- d. Number of DC cases that will be accepted for **brief service** only:

Short description of brief service cases that may be accepted.

- e. Number of DC cases that will be accepted for **extended representation** only:

Short description of extended representation cases that may be accepted.

f. Number of DC cases that will be accepted for **systemic work** only:

Short description of systemic cases that may be accepted.

g. Number of DC cases that will be accepted for **other kinds of assistance**:

I.e. any case that does not fall into the advice/legal counsel, brief service, extended representation or systemic work categories.

Short description of the DC cases that will be accepted for other kinds of assistance.

h. Provide the total number of DC cases that will be accepted for assistance during the grant period.

Sum c through g above.

2. Performance Measures for INCREASING ACCESSIBILITY to Legal Services

Using the total provided in Question #1b, estimate the **percentage** of low-income DC residents that will receive services from each Ward. **The cells (a-i) should sum to 100%**. If you do not expect to serve anyone from a particular Ward, enter "0." Do not enter percentage symbols, and enter only whole numbers. Space to explain the percentages is provided in Question #2j.

a. Ward 1 b. Ward 2 c. Ward 3 d. Ward 4 e. Ward 5 f. Ward 6

g. Ward 7 h. Ward 8

i. Homeless or No Ward

j. Explanation of percentages, if needed.

Example: "We plan to open a new intake center in Ward 7." 100 words maximum.

3. Performance Measures for OUTREACH AND TRAINING

Provide an estimate for each of the performance measures relating to outreach and training below. Enter "0" if you do not plan on incorporating that type of outreach or training into your project during the grant year. If needed, provide a short description (maximum of 100 words) of the activities (a description is required for a, b, & d). For example, "Conduct at least 10 Know Your Rights trainings to inform over 500 residents in Wards 7 and 8 about their legal rights in the area of special education." Definitions are available in the [Program Overview and Application Instructions](#).

a. DC Residents who Receive Legal Information through Outreach Materials:

Provide the number of DC residents who will receive legal information through the distribution of literature, by accessing website/online materials, or other ways of distributing information to the public.

Short description of the outreach that will be conducted.

List the types of outreach you will conduct in bullet/list format. Type "N/A" if you do not plan on conducting any outreach.

b. Number of Community Legal Education Events to be Held:

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

Short description of the community legal education events to be held.

Include approximate dates/frequency and location for each training in bullet/list format. Type "N/A" if you do not plan on holding any community legal education events.

c. Number of DC residents Attending Community Legal Education Events:

Estimate the number of DC residents who will receive legal education through the events listed in Question #3b.

Short description of the number of DC residents attending community legal education events.

d. Number of Trainings for Other DC Organizations:

Provide the number of trainings that will be conducted by this project for other DC legal aid providers and/or other DC organizations during the grant period.

Short description of the trainings to be held for DC legal aid providers and/or other DC organizations.

Include the names of DC organizations being trained, approximate dates/frequency, and location for each training in bullet/list format. Type "N/A" if you do not plan on conducting any trainings for other DC organizations.

e. Number of Individuals Receiving Trainings in #3d:

Estimate the number of individuals who will receive the trainings for other DC legal aid providers and/or other DC organizations listed in Question #3d.

Short description of the number of individuals from other DC legal aid providers and/or other DC organizations.

4. 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 into your project during the grant year. If needed, provide a short description (maximum of 100 words) of the activities (a description for f and g are required). For example, "We will offer training three times throughout the grant period to DC attorneys in handling housing-related matters." Definitions are available in the [Program Overview and Application Instructions](#).

a. Recruitment of Pro Bono Attorneys:

Estimate the number of pro bono attorneys you plan to recruit during the grant period.

Short description of the number of pro bono attorneys recruited.

b. Participation of Pro Bono Attorneys:

Estimate the number of pro bono attorneys who will participate (e.g. co-counsel, be trained, etc.) by the end of the grant period.

Short description of the number of pro bono attorneys who will participate.

c. Training of Pro Bono Attorneys:

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

Short description of the trainings to be held for pro bono attorneys.

Provide approximate dates/frequency, location and the number of attorneys who will attend in bullet/list format.

d. Placement of Cases with Pro Bono Attorneys:

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

Short description of the cases to be placed with pro bono attorneys.

e. Co-Counseling Cases with Pro Bono Attorneys:

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

Short description of the cases to be co-counseled with pro bono attorneys.

f. Current Partnerships with Firms:

Number of firms with which you currently partner for pro bono legal assistance for this project. "Partner" includes firms for which you have trained their attorneys or with which you have placed or co-counseled cases.

Short description of the firms with which you currently partner for pro bono legal assistance for this project.

Provide the name of the firm(s) with which you currently partner. Type "N/A" if you do not currently partner with any firms.

g. Future Partners:

Estimate the number of firms with which you plan to build a pro bono partnership this grant year for this project.

Short description of the firms with which you plan to partner for pro bono legal assistance for this project.

Provide the name of the firm(s) with which you plan to partner. Type "N/A" if you do not plan on forming any new pro bono partnerships this year.

5. Capacity for Delivering the Services that are Proposed

a. Organization's experience: Please summarize, in a few bullet points, the highlights of your organization's level of experience in delivering legal services similar to the types proposed in this application.

200 words maximum.

b. Related current work that will be supported or enhanced by the proposed project: How does this project leverage the existing capacity of your organization to offer more and better legal services for low-income DC residents?

200 words maximum.

c. Changes in staffing or leadership in the past year: Have any changes occurred that will significantly affect your organization's capacity to carry out this proposal, and if so, how will you address the challenges or opportunities presented?

200 words maximum.

d. Technology and infrastructure: Summarize, in a few bullet points, any technology or other infrastructure assets that your organization will utilize for advancing the goals of this

proposal. Also, explain any shortcomings in technology or infrastructure that may inhibit your ability to reach any goals during the grant year.

200 words maximum.

6. Likelihood of Sustainability

a. Potential other funding sources: In addition to DCBF funding, list the other funding sources, in a few bullet points, you plan to approach or already have secured as funders for this project.

100 words maximum.

b. Fundraising capacity and track record: Highlight below, in a few bullet points, the capacity of your organization for raising funds to support this project beyond the term of this grant, and indicate some recent successes you have had in generating resources for your organization's programs and projects.

100 words maximum.

c. Longer-term service delivery strategy: Indicate below, in a few bullet points, the ways in which the proposed project will support the longer-term strategic approach of your organization for addressing the legal needs of DC residents.

100 words maximum.

Part Two: Proposal (Funding Priorities)

PART TWO: PROPOSAL (continued)

Please continue with the final section - DCBF Funding Priorities - of Part Two Proposal below.

G. Performance Criteria for Assessing Alignment with DCBF Funding Priorities

Directions: Please read the standard and criteria below, and then explain how your project aligns with the funding priorities of the Foundation. Note that not every project will necessarily address every priority. Address only the priorities that are applicable to your proposed project, in a maximum of 100 words each. For criteria not applicable to your project, please explain why it is not applicable.

Standard: In allocating available funding, the Foundation will give priority to projects that seek to address the most pressing legal needs of the District's low-income residents and make legal services accessible to this population.

Criteria: A strong proposal will demonstrate that the project:

- **Addresses underserved areas** in the District, OR addresses housing-related matters, OR supports a shared legal interpreter bank.
- **Is likely to expand the number of DC residents** who are provided legal assistance.
- **Seeks to avoid duplication of legal services** being provided in the District, in the same issue area, or to the same special population segments as those being proposed.
- **Is likely to make legal assistance more accessible** to DC residents.
- **Is likely to expand pro bono participation** by recruiting, training, and supervising law firm attorneys to help deliver free legal assistance to DC residents.
- **Is likely to leverage DCBF resources** by applying them strategically to expand efforts by other service providers and/or provide services that could NOT potentially be supported by other funding sources.
- **Will test innovative approaches** for achieving the above priorities.

1. Addressing specific priorities of the ATJ Grants Program: that is, the project addresses at least one of the following: (a) serves underserved areas in the District; (b) addresses housing-related matters; and/or (c) supports a shared legal services interpreter bank.

2. Expanding the number of DC residents who are provided with legal assistance.

3. Avoiding duplication of services: for example, by having formal coordination systems in place with other providers serving the same areas of the District, the same issue areas, or the same special population segments as those proposed.

4. Making legal assistance more accessible to DC residents: for example, by having service locations located within the communities to be served or easily accessible via public transit.

5. Expanding pro bono participation: for example, by recruiting, training, and supervising law firm attorneys and other volunteers to help deliver free legal assistance to DC residents.

6. Leveraging DCBF resources: for example, by using them to foster collaboration among legal aid and related agencies serving low-income DC residents and/or to support services or activities that could NOT potentially be supported by other funding sources.

7. Testing innovative approaches for aligning with the above priorities.

Part Three: Proposal Attachments

PART THREE: PROPOSAL ATTACHMENTS

Attachments 2A and 2B can be found on our [ATJ Grants page](#). For attachments 2C, 2D, 2H, and 2I, please use your organization's letterhead and title the attachment appropriately. To attach a file, click "Choose file," select the file you want to upload from your computer's finder window, and then click "Upload" located below "Choose file." The maximum size for all attachments combined - in entire application - is 50 MB. If your attachments exceed 50 MB combined, please email grants@dcbfoundation.org.

Attachment 2A: Required Signatures

Download Attachment 2A: Required Signatures form [here](#). Convert to a PDF and upload.

Attachment 2B: Data Packet

Download Attachment 2B: Data Packet [here](#). Complete all tabs. Upload as an Excel document.

Attachment 2C: Client Eligibility Guidelines (Residency and Income)

A description of the reasonable inquiry the organization makes into the clients' **residency** and **income** to determine client eligibility for services under the grant. Please note that this application shall not prohibit grantees from having eligibility guidelines that provide service to other eligible clients. If your organization does not have income guidelines, you must describe the income guidelines for this project and how you will ensure that these guidelines will be enforced. Upload as a PDF.

Attachment 2D: Client Story

A brief client story highlighting some aspect of the organization's ability to implement the proposed project. At the top of the page, include the organization's name, project title, and the issue area, the time period, and a brief background of the case. Word limit is 500. Upload as a PDF.

Attachment 2E: Letters of Support

Recent letters of support (including name, address, telephone number, and e-mail address) from persons/organizations who are, or have been, users of the organization's services, or are familiar with the organization's work or work in a related area. Please make sure the letter is either addressed or copied to Ms. Imoni Washington, DC Bar Foundation, Director of Programs. Combine all letters of support into one PDF and upload.

Attachment 2F: Memoranda of Understanding

Current Memoranda of Understanding (MOU) between organizations proposing a joint project AND/OR if your organization has a formal relationship with another organization under this project. Applicants that have received funding

for this project last year or at any time in the past should provide an updated MOU, as well as MOUs for any new collaboration proposed for the next year of funding. Combine all MOUs into one PDF and upload.

Attachment 2G: 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 positions' job descriptions. Combine all resumes and job descriptions into one PDF and upload.

Attachment 2H: Staff Training

To the extent training is to be provided under the grant agreement to the organization's staff attorneys, describe how you propose to deliver and document such training. This attachment is required if you propose hiring a new staff member using these funds. Upload as a PDF.

Attachment 2I: Supplemental Documents

Use this space to upload any supplemental materials as necessary. For example, if you are applying for a joint project, you may need to attach documents in addition to the MOU. Combine all documents as a PDF and upload.

Optional: Application Feedback

Optional: Application Feedback

The DC Bar Foundation is in the midst of a three-year strategic plan, and one of our goals is to streamline our application and reporting processes. Although the three questions below are optional, the information collected here will help us achieve our goals. We thank you for your assistance!

1. Hours Spent Completing Application

Approximately how many hours did you and fellow contributors spend completing this application?

2. Number of Individuals Working on Application

Approximately how many individuals contributed to the application in some way? This includes anyone who entered information on the online application form, provided information (via email, phone, in-person) for the application, and/or provided any financial information.

3. General Feedback

Please provide general feedback on the application to help us assess its strengths and weaknesses.