

2019 Private Grants Application

Instructions

2019 PRIVATE GRANTS PROGRAM APPLICATION

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

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 Private 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 activities for which you are seeking DCBF funding. You must submit a different Part Two for each proposal submitted.
3. **PART THREE: PROPOSAL ATTACHMENTS** includes required signatures, the project budget (for project-support grants only), funding information, client eligibility guidelines, client story, letters of support, memoranda of understanding, a board list, 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.

Part One: Organization Data (Attachments)

PART ONE: ORGANIZATION DATA (continued)

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

E. 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.

A. Executive Summary

1. Type of Support Requested

2. For PROJECT-SUPPORT GRANTS only, provide the project's name here:

3. Has your organization (or this project, if applying for a project-support grant) 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 organization/project has not received funding from DCBF in the past three years. Representatives of this proposal 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 Private Grants Program in the past three years. Enter "0" for any year in which you did not receive funding. Enter whole numbers, and do not use commas or dollar signs (example: 50000).

a. FY18 Private Grant Amount

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

b. FY17 Private Grant Amount

Grant year: July 1, 2017 to December 31, 2017

c. FY16 Private Grant Amount

Grant year: July 1, 2016 to June 30, 2017

6. For PROJECT-SUPPORT GRANTS only, select the ISSUE AREA(S) related to the legal services for which you are seeking funding.

Select all that apply.

7. For PROJECT-SUPPORT GRANTS only, select the POPULATION(S) served by this project for which you are seeking funding.

Select all that apply.

B. Funding Requested and Budget

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

If applying for a project-support grant, this amount will match Cell F38 on Tab A Project Budget of Attachment 2B: Project Budget. No commas or dollar signs. Whole numbers only. Example: 50000

2. For PROJECT-SUPPORT GRANTS only, provide the total project budget (January 1, 2019 to December 31, 2019).

This amount will match Cell H38 on Tab A Project Budget of Attachment 2B: Project Budget. No commas or dollar signs. Example: 100000

3. For PROJECT-SUPPORT GRANTS only, provide the percent of the project requested to be funded by DCBF Private Grants.

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

C. Description of Request

1. Please provide a brief, high-level snapshot of the activities for which your organization is seeking DCBF funding. If you are requesting an increase in funding from the previous grant year, explain how the extra funding will help your organization or project meet its goals for the year.

200 words maximum.

D. Statement of Need and Strategy

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

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

For example, "90% of tenants are unrepresented in Landlord-Tenant Court." Bullet-point format. 100 words maximum.

2. How will your organization 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 the assistance of this funding.

Provide activities and goals that apply to this grant year ONLY. For example, if the issue to be addressed is the high percentage of tenants who are unrepresented in Landlord-Tenant Court, 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 at DC Superior Court and (2) staff the Landlord-Tenant Resource 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 your organization and low-income DC residents.

1. Estimate the number of low-income DC residents who will benefit from this funding:

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

2. For PROJECT-SUPPORT GRANTS only, provide 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 your organization and low-income DC residents benefit from this funding?

For example, "General support funds will help stabilize our organization, allowing us to concentrate on the quality and quantity of the legal services we provide to low-income DC residents." Bullet-point format. 100 words maximum.

Part Two: Proposal (Capacity & Sustainability)

PART TWO: PROPOSAL (continued)

Please continue with Section F Organization's Capacity and Sustainability for Part Two Proposal below.

F. Organization's Capacity and Sustainability

Directions: Please read the criteria for and answer the questions about the capacity and sustainability of your organization below.

1. Capacity: A strong proposal will demonstrate that the organization 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.

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 this funding:** How will this funding 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.

2. Sustainability: A strong proposal will demonstrate that the organization has a high likelihood of sustainability, taking into account such factors as potential funding sources beyond the DCBF, a track record of successful fundraising, a longer-term service delivery strategy, and other factors.

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 these activities.

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 these activities beyond the term of this grant, and indicate some recent successes you have had in generating resources for your organization's legal services program/department.

100 words maximum.

c. **Longer-term service delivery strategy:** Indicate below, in a few bullet points, the ways in which the funding requested 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 proposal aligns with the funding priorities of the Foundation. Note that not every proposal will necessarily address every priority. Address only the priorities that are applicable to your proposal, in a maximum of 100 words each. For criteria not applicable to your proposal, please explain why it is not applicable.

Standard: In allocating available funding, the Foundation will give priority to proposals 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 proposed use of funding:

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

2. 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.

3. 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.

4. 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.

5. 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.

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

Part Three: Proposal Attachments

PART THREE: PROPOSAL ATTACHMENTS

Attachments 2A, 2B, and 2C are available on our [Private Grants page](#). For attachments 2E, 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@dcbarfoundation.org.

Attachment 2A: Required Signatures

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

Attachment 2B: Project Budget

For PROJECT-SUPPORT GRANTS only. Download Attachment 2B: Project Budget [here](#). Complete all tabs. Upload as an Excel document.

Attachment 2C: Funding

Download Attachment 2C: Funding [here](#). Complete all tabs. Upload as an Excel document.

Attachment 2D: 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 funding and how you will ensure that these guidelines will be enforced. Upload as a PDF.

Attachment 2E: Client Story

A brief client story highlighting some aspect of the organization's ability to provide high-quality legal services to low-income DC residents. At the top of the page, include the organization's name, project name (if applicable), and the issue area, the time period, and a brief background of the case. Word limit is 500. Upload as a PDF.

Attachment 2F: 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 2G: Memoranda of Understanding

Current Memoranda of Understanding (MOU) if your organization has a formal relationship with another organization and you are requesting that this funding cover some aspect of this relationship. Applicants that received private funding 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 2H: Board List

Provide a current member list of your organization's Board of Directors. You do not need to include contact information, but please provide their employer for affiliation reasons. Upload as a PDF.

Attachment 2I: Supplemental Documents

Use this space to upload any supplemental documents necessary. 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.