

2021 General Support Grants Application

Instructions

2021 General Support Grants Program

This application is due by 12:00 ET on Monday, August 24, 2020.

Before beginning the application, please read the program guidelines, application instructions, and award process information [here](#). For technical assistance, please refer [here](#). If you have questions, please email grants@dcbarfoundation.org.

Required:

1. **Organization Information** describes the overall civil legal aid organization that is applying for DCBF funding. about the application or application process.
2. **Proposal** describes the project for which public funding is requested. If you are applying for morethan one grant, this information should be different and specific to each proposal.
3. **Attachments** include organization financial information, required signatures, the data packet (the project budget, staffing, and funding), client eligibility guidelines, resumes, and any supplemental documents.

Applicant Information Session

A joint information session for organizations interested in submitting proposals for the 2020 ATJ Underserved Areas, Housing-Related Matters, and Interpreter Bank Grants Program, Civil Legal Counsel Projects Program, or General Support Grants Program will be held on **Thursday, July 30, from 2:30 pm to 4:30 pm**. RSVPs are required. Please [follow this link to RSVP](#) by July 23.

Organization Information

Organization Information

Organization Name

Website URL

Street Address

City State

Postal Code

Physical Address Where Services are Being Provided

If different from organization's address

Contact Person for this Application

First Name Last Name

Job Title

Email Address

Office Phone

Format: XXX-XXX-XXXX

Executive Director Information

First Name

Last Name

Email Address

Office Number

Include extension, if applicable.

Board Chair Information

If you are awarded a grant, you will receive your grant agreement via DocuSign. To streamline the grant agreement process, please provide the name and email address of your Board Chair as of January 1, 2021, the first day of the term for all 2021 grant agreements.

Board Chair First Name

Board Chair Last Name

Board Chair Email Address

Organization's Budget and Legal Staff

Fiscal Year Start and End

Example: October 1 to September 30

Organization's Total Budget (Current Fiscal Year)

No commas or dollar signs. EX: 1500000

Total Budget for Legal Services Department (Current Fiscal Year)

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

Current Legal Services Staffing

Number of Casehandling Staff and Senior Attorneys:

Count part-time employees as 1.

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

Count part-time employees as 1.

Number of Casehandling Attorneys Employed by your Organization:

Count part-time employees as 1.

Organization's Mission and Legal Services

What is your organization's mission statement?

What major organizational changes have occurred due to the pandemic or for any other reason(s) during 2019/2020 that could significantly affect your organization's capacity to carryout this proposal. How will you address the challenges or opportunities presented?

Issue area(s) related to the legal services addressed by your organization.

Select all that apply.

Population(s) served by your organization through legal services work.

Select all that apply.

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

In the last year, how did your organization use client feedback to improve its legal services?

How does your organization ensure that its legal representation and other legal services are effective?

Other than legal representation, what legal assistance does your organization provide?

For example - telephone intake and legal advice, pro se assistance, community legal education, etc.

In the last year, how did your organization collaborate with and influence stakeholders (including non-legal stakeholders) involved with its client population? Please give one or two examples of your most significant recent collaborations.

Proposal

Executive Summary

Type of Support Requested

For project-support grants only, provide the project's name.

Is this proposal for a project that DCBF has not funded in the past 3 years?

Funding Request and Budget

Funding Request:

January 1, 2021 to December 31, 2021

For project-support grants only, provide the total project budget.

January 1, 2021 to December 31, 2021

For project-support grants only, provide the percent of the project requested to be funded by DCBF General Support Grants.

No decimal or percentage sign.

Need and Project Description

Provide brief outline of need(s) or issue(s) to be addressed:

Provide a description of your request.

Are there any emerging civil legal needs of which DCBF should be made aware?

How does your organization engage pro bono attorneys and other volunteers to expand client services or otherwise assist the organization?

Funding Impact

Estimate the number of DC residents with low incomes 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.

For project-support grants only, provide the specific geographical area and/or target community that will benefit from this funding.

Provide specific Wards, neighborhoods, or populations.

What outcomes do you expect from the services you are providing? Instead of thinking about how many people received services, think about what happened as a result of the service.

Note: we are not necessarily talking about legal outcomes

What data sources do you review on a regular basis to determine whether you are moving in the expected direction towards your outcome(s)?

Attachments

Organization Attachments

To upload an attachment, click "Choose File" and select the document from your finder window. When that window closes, click "Upload" back on the browser window.

Nonprofit Status

The organization's Internal Revenue Service ruling letter regarding applicant's tax-exempt status

Organizational Budget

The organization's current annual organizational budget, including breakout of expenditures specifically for civil legal services to people with low incomes

Form 990

The organization's most recent Form 990

Audited Financial Statements

The organization's most recent audited financial statements, including the auditor's notes and management letter

Proposal Attachments

Required Signatures

Download Attachment: Required Signatures form [here](#).

Funding Request for General Support and Project Support

Download Attachment: Funding [here](#). Complete tabs A & B for Project Support; tabs C, D, & E for General Support.

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.

Supplemental Documents (optional)

Upload any documents any supplemental materials as necessary. Combine all documents as a pdf and upload.

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