

APPLICATION FOR FUNDING

IOLTA/PRIVATE GRANT PROGRAM

A core mission of the District of Columbia Bar Foundation is to provide the poor and vulnerable residents of the District of Columbia access to civil legal representation by funding legal services organizations and by improving access to justice. Grant applications are accepted from non-profit legal services providers based in the District of Columbia that provide legal services to District of Columbia residents.

This application form should be used for all grant requests for private funding. Applicants must submit one electronic copy of the application package to grants@dcbfoundation.org, including scanned copies in PDF format of any documents that are only available in hard copy. If you are unable to submit an electronic copy or have any questions about the application, please contact Claudia Withers, DCBF Director of Programs, at withers@dcbfoundation.org, or at (202) 467-3750, ext. 13.

Applications must be received no later than 5:00 p.m. April 10, 2009.

I. EXECUTIVE SUMMARY (1-2 pages, single spaced)

- A. Name and address of organization
- B. Contact person(s), including title, telephone and fax numbers and e-mail address.
- C. Brief description of activity for which funding is sought.
- D. Estimated number of individuals, specific geographic area and/or target community that will benefit from this proposal.
- E. Organizational budget for the current fiscal year of the applicant.
- F. Total project budget, where applicable.
- G. Amount of funds applied for.
- H. Total support from the DC Bar Foundation for each of the past three years.
- I. Signature(s) of executive director and board chair.

II. PROPOSAL NARRATIVE (not to exceed 12 double spaced pages)

A. (For all requests) Information on your organization

1. Describe in one paragraph, your organization's history, mission and goals.
2. Describe current programs and activities.
3. Describe how this request will enable the organization to build its capacity, address current limitations, and/or improve its ability meet program or organizational goals.
4. If you have a prior grant with DCBF and have had conditions attached to that grant, please discuss how you have met those conditions. (Attach any relevant reports.)
5. If you received funding in June 2008 from the DC Bar Foundation to support the work described herein, please explain any increased amounts sought in this application.

PLEASE COMPLETE *THE ONE SECTION BELOW THAT IS RELEVANT TO THIS REQUEST.*

B. For Project/Program Requests

1. Describe the problem that you wish to address and/or community that you intend to serve. (Refer as appropriate and relevant to statistics, reports and data.)
2. Describe the purpose of your proposed project, what you plan to achieve, and how DCBF grant funds will be used.
3. (If an ongoing project) Describe the measurable outcomes that have been achieved over the past year in this project.
4. Detail the plan for implementation --- narrative or table format is acceptable. Include quarterly milestones.
5. Describe your organization's experience in supervising and/or coordinating the work necessary to implement the project. Discuss how staff will be integrated into the organization, including training and supervision.
6. Describe how the work of this organization relates to the work of other legal service providers doing the same or similar work, or working with the same community.

7. Describe any collaboration that is in place or contemplated during the grant year with other legal service providers.
8. Describe how the project will use pro bono legal support.
9. Describe how this project will incorporate your client community.
10. Describe the resources --- facilities, financial, personnel, etc. --- will be needed to sustain the project over time, and describe how these resources will be secured.
11. In particular, describe other potential funding sources (exclusive of DCBF funding) that have been or will be approached for future sustainability.

C. For General Support Requests

1. Describe the problems to be addressed by your work, and the evidence of those issues or needs. (Refer as appropriate and relevant to statistics, reports and data.)
2. For a new organization/legal services program, describe how and why the organization was formed.
3. For an existing organization: Describe the measurable outcomes that have been achieved over the past year.
4. Describe your plans for the organization's major program activities.
5. Describe how the work of this organization relates to the work of other legal service providers doing the same or similar work, or working with the same community.
6. Describe the current involvement of your client community in your work.
7. Describe how the project will use pro bono legal support.
8. Describe how the work you describe fits into a longer-term service delivery strategy for your organization and other organizations providing related services.
9. Describe any collaboration that is in place or contemplated during the grant year with other legal service providers.

10. Describe the resources --- facilities, financial, personnel, etc. --- will be needed to sustain the project over time, and describe how these resources will be secured.
11. In particular, describe other potential funding sources (exclusive of DCBF funding) that have been or will be approached for future sustainability.

D. Evaluation (For all requests)

1. **Self Assessment:** Describe how success in accomplishing your objectives will be assessed, including the specific measures that will be used, and how the results of the assessment will be used for your organization.
2. **Quality Assurance:** Describe the means that are being employed or will be employed to assure the quality and effectiveness of the activities being undertaken, including supervision and performance evaluations of staff.

E. Technology (For all requests)

Describe the ways in which technology is used in your work, including:

1. Client intake
2. Conflicts Checks
3. Case Management
4. Coordination with other legal service providers
5. Service Delivery

III. FINANCIAL INFORMATION (To be included as Attachments)

The following information must accompany all proposals, regardless of the size of the request. **Use the attached budget form.** While we appreciate that not all categories may be applicable to your organization or request; please include as much detail as possible. Footnotes may be used to explain budget items.

A. For all requests:

1. For previous fiscal year: Organizational budget v. actual budget, for both revenue and expenses.
2. For current fiscal year (and grant year if it differs from your fiscal year): organizational budget v. actual, for both revenue and expenses.
3. Organization's year to date Statement of Financial Position (Balance sheet) and year to date Statement of Activities (Income Statement)

B. For Project requests: In addition to the information requested above, please provide:

1. For previous fiscal year: program budget v. actual, for both revenue and expenses.
2. For current fiscal year: program budget v. actual, for both revenue and expenses.

IV. Attachments (for all requests) This information is not considered part of the narrative.

- A. Internal Revenue Service ruling letter regarding applicant's tax-exempt status. If tax exempt status is pending, please explain.
- B. Applicant's organizational budget(s), income statement and balance sheet as described in Section III.
- C. If funds applied for concern a project, the project financial information as delineated in Section III.
- D. Applicant's most recent annual report.

- E. Applicant's most recent audited financial statement(s). Include auditors' notes and letter.
- F. Applicant's most recent Form 990(s). (pp. 1-6, and attachments).
- G. Copies of recent evaluations done by any internal or external evaluator of applicant, if available.
- H. Resumes of staff necessary to the success of this request. Include job descriptions of any positions not yet filled for which funding is sought.
- I. Current, dated, Memoranda of Understanding with organizations with which you will be working collaboratively.
- J. Current letters of support (including name, address, telephone number and e-mail address) from people or organizations familiar with the work for which you seek funding.

Note: Do not include the final reports to the District of Columbia Bar Foundation on work in the previous grant year in this application.

**DC Bar Foundation
Budget
for 2009 Grant Year**

Applicant Organization _____

1. Expenditures, By Line Item

Cost Category		DCBF Funds (private)	DCBF Funds (public)	Non-DCBF funds	Total
A. Personnel Costs:	Number of Staff:¹				
1.	Lawyers				
2.	Paralegal				
3.	Other Staff				
4.	Subtotal				
5.	Employee Benefits				
6.	Total Personnel Costs				
B. Non-Personnel Costs:					
1.	Consultants/professional services ²				
2.	Travel				
3.	Equipment				
4.	Supplies				
5.	Printing & copying				
6.	Telephone and fax				
7.	Postage and delivery				
8.	Rent and utilities				
9.	Maintenance				
10.	Technology / Total ³				
a.	Hardware/software				
b.	Technology maintenance				
c.	Technology training				
11.	Self assessment				
12.	Training				
13.	In Kind Expenses				
14.	Other				
15.	Total Non-Personnel Costs				

¹ Please indicate whether full time or part time.

² Please describe type of consultants and itemize fees for each type.

³ This item ("Technology / total") should be the total of the next three items: 9(a) hardware/software, 9(b) Technology maintenance and 9(c) Technology training.

C. Grand Total



2. Sources of Revenue

Funding Source	DCBF (Private)	DCBF (Public)	Non-DCBF	Total
A. DC Bar Foundation				
B. Governmental funding				
C. Other foundations				
D. Corporations				
E. Law Firms				
F. Individual Donations				
G. In-kind support				
H. Earned Revenue				
1. Events				
2. Publications and Products				
3. Fees				
4. Other earned Revenue (please specify):				
I. Other (carryover, etc.)				
Total				