

DISTRICT OF COLUMBIA BAR FOUNDATION

APPLICATION FOR FY 2010 PUBLIC FUNDING

***Applications must be received no later than
5:00 p.m. February 12, 2010***

The DC Bar Foundation will be making grants to nonprofit legal services providers in the District of Columbia to fund direct civil legal services to low income D.C. residents in (a) underserved areas of the District of Columbia, and (b) housing-related matters, and to support a shared legal services interpreter bank. Applications may be submitted for new projects and renewal of previously funded projects. The D.C. Bar Foundation will give priority to applicants from successful programs that seek renewal funding.

1. "Low-income" is defined as the federal Department of Housing and Urban Development (HUD) limit to qualify in the District of Columbia for FY 2010.
2. "District resident" is defined as any individual with a residential address in the District of Columbia. The DC Bar Foundation may accept organizations' additional reasonable functional alternatives to this definition to the extent that DCBF determines such functional alternatives are consistent with the goal of reducing access to justice in the District for special populations, including but not limited to individuals in correctional facilities, individuals living in or fleeing from violence, and homeless individuals.
3. "Underserved " is defined as those residents of the District of Columbia that share a common neighborhood, geographic area, language, culture, ethnicity, religion, life situation or lack of adequate and affordable access to legal services.
4. "Housing-related matters," includes projects to address a broad range of issues associated with shelter, including tenancies, home ownership, homelessness, housing affordability and housing conditions.
5. "Direct legal services" shall include: (a) individual representation of District residents; (2) the supervision of such representation; (3) appellate advocacy on behalf of District residents; and (4) policy advocacy in the District that is associated with the representation of individual clients.

In order to determine eligibility, Subgrantees are to make reasonable inquiry into clients' residency and income to determine eligibility. Nothing in this Application shall prohibit subgrantees from having eligibility guidelines that provide for service to some, but not all of the universe of eligible clients.

This application form should be used for grant requests in any of the areas identified above. An electronic copy delivered to grants@dcbarfoundation.org, is required, 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, please contact Claudia Withers, DCBF Director of Programs, at withers@dcbarfoundation.org.

Grant applications must be received no later than 5:00 p.m., February 12, 2010.

I. Executive summary

All applicants should provide the following summary information on one page using the following headings:

- A. The name and address of organization seeking funding. If more than one organization is collaborating on the proposed project, please provide the name and address of each organization involved.
- B. Contact person(s), including title, telephone and fax numbers and e-mail address.
- C. A brief statement of the need or issue that will be addressed by the project for which funding is sought and a brief description of the activities that will be undertaken to respond to the need or issue. This statement should indicate whether the application is for a new project or for second year funding.
- D. The amount of funds applied for in this application.
- E. The total budget for the proposed Project and the percentage which would be DCBF funds.
- F. The total organizational budget for the current fiscal year.
- G. The signatures of the Executive Director and Board Chair or President for the organization applying (and with which the DC Bar Foundation would be contracting, if the application is for a collaborative project).

II. Proposal narrative

The narrative must not exceed 10 double spaced, single-sided pages, using 12 point font with a one inch margin.

* **First time applicants** should fully address Sections A-E in their narrative.

* **Applicants for continued funding** should also address A-E in their narrative, but in the context of describing an ongoing project. Thus, applicants should for **Section A** address any changes that may have occurred in their organizational mission and purpose, and for **Section B** should include (a) the needs that were identified for the prior year of funding, (b) the outcomes that have been achieved thus far, (c) any changes in the needs to be served, and (d) how the project will be conducted during the current year of funding. **Section C** should be addressed directly, and **Sections D and E** regarding capacity and sustainability should be addressed from the perspective of challenges and changes needed to maintain a successful ongoing project.

A. Organizational background (Renewal applicants see above)

1. Describe the overall mission and purpose of the organization applying and of any organization involved in a collaborative project.
2. Briefly describe the current programs and activities of the applying organization and any collaborative partners.
3. State how the proposed project relates to the overall mission and purpose of the applying organization and any collaborative partners.

B. Project description (Renewal applicants see above)

1. **PURPOSE:** Describe the need or issue that will be addressed by the project for which funding is sought. Include, as appropriate, current and relevant statistical data that illustrates the need or issue.
2. **OBJECTIVE:** Describe the intended results or outcomes that this project will

accomplish. (State specific, measurable results that you will seek to accomplish that respond to the identified need or issue, including as appropriate short term, intermediate and long-term outcomes.)

3. INTENDED BENEFICIARIES: Describe the geographic area and/or target community that will benefit from this proposal.
4. ACTIVITIES: Describe how the project will operate, including the activities that will be undertaken during the project year and the services that will be provided to accomplish the project's intended objectives.

a. Housing and Neighborhood Grants

The description should include:

- i. A summary of the qualifications and responsibilities of the staff and volunteers who will be working on the project.
- ii. A hiring plan describing how new staff will be integrated into the organization, including training and supervision.
- iii. The approximate total number of D.C. residents who will be served by the project in the year for which funding is sought. Where applicable, the organization's reasonable functional alternative definition of "District resident" that is proposed to apply under the subgrant.
- iv. How the services will be coordinated with existing legal services programs.
- v. Whether and how pro bono lawyers will be used in carrying out the project.
- vi. If relevant, how technology, including case management software, will be used to support the project and provide services, if relevant.

b. Shared Legal Interpreter Bank Grant:

- i. Development and/or identification of a cadre of interpreters qualified to assist individuals in their interactions with legal services providers.
- ii. Coordination of the provision of interpreter services among the various legal services providers, and across the range of client interactions for which interpretation would be needed.
- iii. Determination of the level and nature of translation services needed and proposed mechanisms for meeting those needs, including software and other translation tools.

- iv. Identification of languages in which services would be offered, with an explanation of the basis for selecting the identified languages.
- v. Provision of training necessary to develop and/or enhance the capacity of the legal services provider organizations to both use interpreter and translation services and to interact with client populations with differing language needs, such as cultural competency training.

C. Project assessment

1. SELF ASSESSMENT: Describe how success in accomplishing the project's objectives will be assessed, including self-assessment and any other specific measures that will be used, and how the results of the assessment will be used to maximize the success of this project. Please be specific.

2. QUALITY ASSURANCE: Describe the means that are being employed or will be employed (first time applicants) to assure the quality and effectiveness of the activities being undertaken, including supervision and performance evaluations of staff.

D. Organizational Capacity (Renewal applicants see above)

1. Describe how the applying organization and any collaborating partners are positioned to carry out the project, including, as appropriate, currently funded activities. Applications should include information on:

- a. Experience in providing services similar to those proposed.
- b. How this proposal relates to the current work of the applying organization and any collaborative partners.
- c. The history of any collaborative partners working together.

2. State any anticipated needs for technical assistance.

E. Sustainability (Renewal applicants see above)

1. Describe how the proposed project fits into a longer-term service delivery strategy for the applying organization and other organizations providing related services.
2. Describe potential funding sources for future sustainability beyond the Bar Foundation, including past and current efforts to pursue such sources.

III. FINANCES

Project budget

Use the attached form, unless the DC Bar Foundation has given permission to use a different form. If the application is for a collaborative project, include project budget for each organization, as appropriate.

IV. ATTACHMENTS

If the application is for a collaborative project, include information for each organization, as appropriate.

- A. A description of the reasonable inquiry the organization makes to determine client eligibility for services under the subgrant.
- B. To the extent training is to be provided under the subgrant agreement to the organization's staff attorneys, a description of the manner in which such training is proposed to be delivered and documented.
- C. Project Budget
- D. Applicants for first time funding should provide Internal Revenue Service ruling letter regarding applicant's tax-exempt status.
- E. Applicant's most recent annual organizational budget(s).

- F. Applicant's most recent annual report(s).
- G. Applicant's most recent audited financial statement(s) (Include auditor's letter and notes.)
- H. Applicant's most recent Form 990(s), pp. 1-6, and attachments.
- I. Copies of most recent evaluations done by any internal or external evaluator of applicant, if available.
- J. Copies of relevant reports, statistics and data to support the proposal, or links to same.
- K. Resumes of all staff and supervisory personnel who will be involved in the activity for which funding is sought, including job descriptions for positions not yet filled.
- L. Current Memoranda of Understanding between organizations proposing a collaborative project. Applicants for renewal funding should provide updated Memoranda of Understanding, as well as MOU's for any new collaborations entered into for the next year of funding.
- M. Recent letters of support (including name, address, telephone number and e-mail address) from persons/organizations who are, or have been, users of the applicant(s) services, or are familiar with applicant(s)' work or work in a related area.

**DC Bar Foundation
Proposed Budget
for 2010 Grant Year**

Project Name _____

Applicant organization _____

1. Expenditures, By Line Item

Cost Category	Cost		Total
	DCBF Funds	Non-DCBF Funds	
A. Personnel Costs:			
			Number of Staff (FTE)
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. Travel			
3. Equipment Rental/ Maintenance			
4. Supplies			
5. Printing & copying			
6. Telephone and fax			
7. Postage and delivery			
8. Rent and utilities			
9. Technology / Total ¹			
a. Hardware/software			
b. Technology maintenance			
c. Technology training			
10. Self assessment			
11. Training			
12. Other			
13. Total Non-Personnel Costs			
C. Grand Total			

¹ 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.

2. Sources of Revenue

Funding Source

- A. DC Bar Foundation
 - B. Governmental funding
 - C. Other foundations
 - D. Corporations
 - E. In-kind support
 - F. Other, including carryover from FY 2009 (list in decreasing order by funding amount.)
 - 1
 - 2.
 - 3
 - 4. All Other
- Total***

** Amounts in this line should equal corresponding amounts in line 1.C. above.*