

**Civil Legal Counsel Projects Program**  
**2<sup>nd</sup> Quarter Project Budget Financial Report Form**  
**Period Covered: April 1 – June 30, 2025**

**SAMPLE 2nd Quarter Project Budget Financial Report Form**

To submit your report, login to DCBF's grant management system (GMS): [dcbfoundation.smartsimple.com](https://dcbfoundation.smartsimple.com)

On your home page, in the section titled Reports and Grant Adjustment Requests, click the link Pending Reports. On the Pending Reports page, you will find a link to each report that is due. Click the link to start your report. Use SAVE DRAFT to save your work at any time. When your report is complete use SUBMIT REPORT - PENDING DOCUSIGN SIGNATURE to submit the report for e-signature by your executive director. You will receive an e-mail acknowledgement that the report has been submitted, with a PDF copy of your report.

**Report Due Date:** 2025-07-25

**Grantee Information** (this information will auto-fill)

Type of Report Submitting: 2nd Quarter Project Budget Financial Report

Type of Grant: Civil Legal Counsel Projects Program

Organization's Name

Grant Identification Number

Project Title

Project Description

Person Submitting Report/Request:  
Name:

Title:

Telephone Number:

Email Address:

## Financial Report Summary

---

### Grant Expenditures

---

#### Total Grant Amount

---

#### Amount Expended This Quarter (enter numbers and decimals only)

---

#### Year-to-Date Expenditures (enter numbers and decimals only)

---

#### Balance on Grant

---

The value displayed is the previously calculated Grant Balance until you enter the Year-to-Date Expenditures for this reporting period and Save Draft. The value is calculated as your Grant Amount minus the amount entered as Year-to-Date Expenditures. Click SAVE DRAFT to display the calculated value. The calculated value should match the total provided on Tab A: Expenditures of the Quarterly Financial Report uploaded file.

## Project Staffing

---

### Project Staffing

Provide the staffing of your project in full-time equivalents (FTEs) covered by project funds at the end of the reporting period. Ensure the FTEs reflect those provided on Tab B: Staffing of the Quarterly Financial Report uploaded file.

**Attorney FTEs (Grant Funded Only)**

Enter numbers and decimals only, ex: 1.25

**Paralegal FTEs (Grant Funded Only) - enter numbers and decimals only, ex: 1.25****Other Personnel FTEs (Grant Funded Only) - enter numbers and decimals only, ex: 1.25****Report Narrative****Racial equity practices**

Share how your organization is working to integrate racial equity practices into its legal aid services as well as its organizational culture and internal operations.

**Changes to financial position during the reporting period.**

If your organization has experienced changes to its financial position during the reporting period, please describe. Enter N/A if there is no change.

**Additional Information (Optional)**

Use this space to provide any additional information your organization wishes to share with the DC Bar Foundation concerning your clients, community, project or organization.

**Client Story (Optional)****Approximate Date/Time Frame for the Client Story and/or Services**

## What is the issue area or challenge that the client story addresses?

Tell us your client's story.

## Optional Picture Upload

By uploading the picture, your organization is providing permission for the DC Bar Foundation to use the photo in communications materials.

## Attachments

### Quarterly Financial Report File Upload for the period: 04/01/2025 – 06/30/2025

**You must use the DCBF Quarterly Financial Report Data Packet Template for this file upload.** Download the template from the FY25 GRANTEES information section on the DCBF website: [CIVIL LEGAL COUNSEL GRANTS | DC Bar Foundation](#) and [ATJ GRANTS | DC Bar Foundation](#). The template also can be downloaded from the DCBF Grants Management System on the Attachments tab of the Report Submission Form. When you have completed the template, you will upload the Excel file with your report.

### Additional Documents File Upload (Optional)

Click the UPLOAD icon below to upload any additional files. You may upload multiple files.

Please note: after you have uploaded a file, it may take up to 30 seconds to process and completely upload the file. Please wait until you see the green progress bar showing Finished.

## SUBMIT THE REPORT

The report will be sent via DocuSign to the email address for the individual listed as the Executive Director to electronically sign the submission of this report. **Before you submit the report, please make sure that the information for the Executive Director in the GMS Organization Profile for your organization is correct.** To check your Organization Profile information, from your GMS Home Page, click Organization Profile.

**When you have completed the report and confirmed the information your organization's Executive Director, click: SUBMIT REPORT – Pending DocuSign Signature**

The e-signature information below will be included in the report to be signed by the organization's Executive Director.

**Signature:**

*By signing below, I submit this report to the DC Bar Foundation to detail my organization's progress toward the goals listed in the application and grant agreement. I agree to notify the DC Bar Foundation promptly in writing of any changes to the organization's status that may affect funding eligibility, including nonprofit status, residence in the District of Columbia, licensure in the District of Columbia, and the provision of legal services to District of Columbia residents.*

***I certify that the information I provided in the report and the attachments is true and complete to the best of my knowledge.***

THUS DONE AND SIGNED ON:

Executive Director (e-signature)