

FY23 Access to Justice Grants Application Sample

Applicant Information

Organization Information

Information Name:

Address:

Applicant Information

Name:

Phone Number:

Email Address:

Executive Summary

FirstName; Last Name; Email; Job Title

Project Name

Grant Category *(This application is only for “Housing-Related Matters” and “Underserved Areas” categories.)*

[Housing-Related Matters] [Underserved Areas]

Main issue area related to the legal services for which you are seeking funding.

[Civil Issues in Criminal Matters], [Consumer Law], [Domestic Violence], [Education], [Employment], [Family Law], [General Services], [General Services to a Specific Group], [Health & Disability], [Housing], [Immigration]

Specific Group(s) or Targeted Population(s) served by this project for which you are seeking funding.

[Children], [Elderly], [Immigrants], [LGBTQ+], [Returning Citizens], [Not Applicable], [All of the Above]

Secondary issue area(s) related to the legal services for which you are seeking funding.

[Civil Issues in Criminal Matters], [Consumer Law], [Domestic Violence], [Education], [Employment], [Family Law], [General Services], [General Services to a Specific Group], [Health & Disability], [Housing], [Immigration], [Public Benefits]

In one or two sentences, provide a short description of this project.

Is this a proposal for a project that DCBF has funded in the past 3 years? Yes or No

Are you applying for a joint project? Yes or No

Please list the organization(s) for which you are submitting a joint application.

Budget Information

Funding Request

January 1 – December 31

Total Project Budget

January 1 – December 31

Percent of Project Request to Be Funded by DCBF

Total number of attorney full-time equivalents (FTEs) to be covered by the requested DCBF funds

Total number of attorney FTEs that are or will be working on this particular project under the total project budget

What is your fundraising plan to support this project beyond the term of this grant?

Application Narrative

(Please limit your responses to 500 words or less.)

Need and Project Description

Explain the need(s) or issue(s) to be addressed. Make sure to include relevant data and statistics that highlight the need(s) or issue(s), especially in DC.

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

Provide a description of your request. Make sure to include how your project and organization seek to address the need(s) or issue(s) referenced above.

Capacity and Outreach

How does your project leverage the existing capacity of your organization to offer more and/or better legal services for DC residents who are low income or under-served?

What is your outreach plan to engage DC residents who are low income or under-served who would benefit from your services?

Explain any new or expanded technology or infrastructure that would help you reach your goals during the grant year. *[This information will not be used to evaluate your application but will help inform DCBF planning of future training and technical assistance supports and services.]*

Impact

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 services you are providing.

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

Racial Equity

The DC Bar Foundation is committed to infusing racial justice and equity in our work, and we are committed to evolving our practice and culture to learn, reflect, unlearn and change our practices in the pursuit of justice. Please use the space below to describe how your organization is integrating racial equity into your organizational culture as well as the legal services associated with this proposal.

Proposed Performance Measures

Please provide estimates for each criterion for the grant period (January 1 - December 31). If your proposal is approved, these will become your performance measures for the grant year, and you will report progress on these goals to DCBF semiannually. Definitions for many of these terms are included in the section on performance measures in the Program Overview and Application Instructions. Please limit your responses to 500 words or less.

Performance Measures for Legal Services Provided to DC Residents Who Are Low Income or Under-Served

Total number of DC residents who are low income or under-served who will receive direct legal assistance (includes advice, brief service, extended representation) through this project.

Definitions of these types of legal services are available in the Program Overview and Application Instructions.

Number of DC cases that will be accepted for advice or legal counsel only.

Short description of advice or legal counsel cases that may be accepted.

Number of DC cases that will be accepted for brief service only.

Short description of brief service cases that may be accepted.

Number of DC cases that will be accepted for extended representation only.

Short description of extended representation cases that may be accepted.

Number of DC cases that will be accepted for systemic work only.

Short description of systemic cases that may be accepted.

Total number of DC cases. Provide the total number of DC cases that will be accepted for assistance during the grant period.

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Performance Measures for Increasing Accessibility to Legal Services

Break Down by Ward: Estimate the number of DC residents who are low income or under-served who will receive services from each ward. Explanation of percentages, if needed.

Ward	Number of DC Residents	DC Resident Percentage
Ward 1		
Ward 2		
Ward 3		
Ward 4		
Ward 5		
Ward 6		
Ward 7		
Ward 8		
Homeless or no Ward		
		100.00%

Language Access: Provide the number of DC residents who are low income or under-served with limited or no proficiency in Spoken English, if applicable.

Performance Measures for Outreach and Training

Provide an estimate for the performance measure relating to pre-court intervention below. Enter "0" if you do not plan on incorporating that type of outreach or training with this funding into your project during the grant period. Definitions are available in the Program Overview and Application Instructions.

Number of community legal education events to be held.

Short description of the community legal education events to be held. *(Include approximate dates/frequency for each training in bullet/list format. Type "N/A" if you do not plan on holding any community legal education events.)*

Number of trainings for other DC organizations *(Provide the number of trainings that will be conducted by this project for other DC legal services providers and/or other DC organizations during the grant period.)*

Performance Measures for Pro Bono Development

Does the organization have a pro bono coordinator?

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Estimate the number of pro bono attorneys this project will train during the grant period.

Estimate the number of cases that will be placed or co-counseled with pro bono attorneys.

Attachments

Data Packet

Client Eligibility Guidelines on Residency and Income

A description of the reasonable inquiry the organization makes into a client's 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.

Resumes

Current resumes of all staff and supervisory personnel who will be involved in the activity for which funding is sought. If any positions are currently vacant, include the position's job descriptions. Combine all resumes and job descriptions into one PDF and upload.

Signature

Once you have submitted this application, you will receive an email from DocuSign to electronically sign the submission report.