

## **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 ***Shared Legal Services Interpreter Bank***

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

*[Click on the Save Draft button to calculate the percentage.]*

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

## **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.

## **Innovation and Capacity for Delivering the Services that are Proposed**

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?

How does your project make legal assistance more accessible to DC residents?

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

How does your project leverage DCBF resources to foster collaboration among legal aid and related agencies serving DC residents who are low income or under-served?

How does your project avoid duplication of services by having formal coordination systems with other providers serving the same areas of the District, the same issue areas, or the same special population segments as those proposed?

Summarize any technology or other infrastructure assets that your organization will utilize for advancing the goals of this proposal.

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.]*

How does your project test innovative approaches for aligning with DCBF's priorities?

## **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 Volume and Scope of Services

Number of legal aid providers you plan to provide with interpreter and/or translation services

Total number of DC residents who are low income or under-served to whom you plan to provide interpretation and translation services

Number of documents you plan to translate

Number of languages for which you plan to provide translation

Top three languages for which you plan to provide translation

### 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		
		<b>100.00%</b>

## Performance Measures for Outreach and Training

Number of DC organizations that you plan to inform about your services

Short description for local information sharing

Number of regional and national organizations that you plan to inform about your services

## Attachments

### Data Packet

*Click the link to download the Data Packet. Once you have completed the Data Packet, upload the completed Excel file.*

### 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 positions' job descriptions. Combine all resumes and job descriptions into one PDF and upload.*

## Signature

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