

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]

Specific Group(s) or Targeted Populations(s) served *[Children; Elderly; Immigrants; LGBTQ+; Returning Citizens; Not Applicable; All of the Above]*

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

Are you applying for a joint project with another organization, equally sharing legal liability and other project obligations? Yes or No

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

Budget Information

Funding Request

Total Project Budget

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 project under the total project budget

What is your fundraising plan to support this project beyond the term of this grant? Include in-kind or pro bono as relevant.

Application Narrative

(Please limit your responses to each question 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.

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, and how your project tests innovative approaches for aligning with DCBF's priorities.

For returning applicants, if you are requesting more than a 10% increase in funding over last year's award, please explain the increased need for funding (for example, an increase in services and outcomes, increased time spent per case, salary increases, etc.)

Capacity and Outreach

How does your organization leverage its existing capacity to offer legal services for DC residents who are low-income or under-served? Please include, for example, information on relevant organizational experience, organizational infrastructure, advocacy, case management, access to external resources, and other organizational strengths, as applicable.

How does your organization conduct outreach to engage DC residents who are low-income or under-served who would benefit from your services? Please include how your organization engages with external institutions for outreach, if applicable.

Explain any new or expanded technology or infrastructure that will 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 because of the services you are providing.

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

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

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

The 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.

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

Short description of brief service cases that may be accepted.

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

Short description of extended representation cases that may be accepted.

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

FY24 Access to Justice Grants Application Sample

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.

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 Receiving Services	DC Resident Percentage Served by Ward
Ward 1		
Ward 2		
Ward 3		
Ward 4		
Ward 5		
Ward 6		
Ward 7		
Ward 8		
Unhoused or no Ward		
Total		100.00%

Language Access: Provide the number of DC residents to be served 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.

The number of educational events to be held, including Know Your Rights trainings, for DC residents who are low-income or under-served.

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.)*

The 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.*)

List potential subject matters to be covered during those trainings.

Performance Measures for Pro Bono Development

Does the organization have a pro bono coordinator?

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.

If you do not use pro bono, please explain why not.

Attachments

Data Packet

Upload file

Supporting Documentation

Upload any supplemental materials as necessary in support of your grant proposal.

Upload file

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.

Upload file

Signature

Once you have submitted this application, a PDF of the application will be sent for e-signature via DocuSign to the email addresses entered for your Executive Director and Board Chair on your Organization Profile. Please make sure the email addresses for these individuals are correct BEFORE you submit the application.

The document will first be sent to your Executive Director for signature. Once e-signed by your Executive Director, DocuSign will send the document to your Board Chair. Please alert your Executive Director and Board Chair to expect receipt of the documents. Thank you.