

Status: Draft/Submitted

Organization Name:

EIN Number:

Street Address:

Street Address 2:

City:

State:

Zip Code:

Website URL:

Organization Profile

The information in the Organization Profile CANNOT be edited AFTER it has been submitted.

If you need to edit your profile after you have submitted it, email us at grants@dcbfoundation.org so that we can re-open the profile for editing.

Additional Information

Physical Address Where Services Are Being Provided

Is your physical address different from above?

Yes/No

Organization's Budget and Legal Staff

Fiscal Start Date

yyyy-mm-dd

Fiscal End Date

yyyy-mm-dd

Total Organizational Budget

\$

Total Budget for Legal Services Department

\$

Current Legal Services Department Staffing

Number of Casehandling Non-Attorney Staff

Number of Casehandling Legal Supervisors, Legal Directors and Executive Director

Total Number of Casehandling Attorneys

Number of Senior Attorneys (not counted in any category above)

SAM.gov Registration Verification

Is your organization's/entity's SAM Registration Status ACTIVE?

In order to receive funds from DCBF, your organization/entity must maintain active registration with the federal System for Award Management (SAM). If you answer that your organization/entity has an active registration, you will be prompted to provide your Unique Entity ID. You are not required to have an active SAM registration in order to submit an application for funding; however, if your project is selected for funding, grant funds cannot be disbursed until DCBF has been able to confirm an active SAM registration. If you have any questions, please contact grants@dcbfoundation.org.

Yes/No

Enter your SAM Unique Entity ID. If your registration is INACTIVE or you have not received your ID, please leave the default value of zeros.

(enter if the organization/entity has an active SAM registration)

Mission Statement/Legal Services

Organization's Mission and Legal Services

What is your organization's mission statement?

What is your organization's experience in providing free legal services to DC residents who are low-income or under-served?

What DC communities does your organization serve?

Are there any emerging civil legal needs of which DCBF should be made aware? Please describe. If there are none, enter NA.

What, if any, major organizational changes have occurred recently that could significantly affect your organization's capacity to provide its planned legal services? How will you address the challenges or opportunities presented? If there are none, enter NA.

Organization's Systems for Promoting Quality, Efficiency, and Effectiveness in the Delivery of Civil Legal Aid

In the last year, how did your organization use client feedback to improve its legal services?

How does your organization ensure that its legal representation and other legal services are of high quality, and address needs?

In the last year, how did the organization collaborate with and influence stakeholders (including non-legal stakeholders) involved with its client population? Please give one or two examples of your most significant recent collaborations.

Please describe your organization's data collection, tracking, and evaluation methodologies including data collected at intake, timeframes, frequency of data collection, staffing, and technology related to these efforts.

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

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 it provides.

Executive/Board Information

Executive Director Information

Prefix:

First Name:

Last Name:

Job Title:

Email:

Office Phone Number:

Extension:

Board Chair Information

If you are awarded a grant, you will receive your grant agreement via DocuSign. To streamline the grant agreement process, please provide the name and email address of the Board Chair as of January 1 of the upcoming year-- that is, the first day of the term for all new grant agreements.

First Name:

Last Name:

Email:

Attachments

Nonprofit Status

The organization's Internal Revenue Service ruling letter regarding applicant's tax-exempt status.

Upload file

Organizational Budget

The organization's current annual organizational budget, including breakout of expenditures specifically for civil legal services to people with low-incomes.

Upload file

Form 990

The organization's most recent Form 990.

Upload file

Audited Financial Statements

Provide the organization's most recent audited financial statements, including the auditor's notes and management letter.

Upload file

Client Eligibility Guidelines on Residency and Income

Click the link to download the [Client Eligibility Guidelines](#). Once completed, upload the PDF file.

Upload file

Explanation or Notes on the Financial Uploads (OPTIONAL)

Demographic Survey

Board Members and Staff

Number of board members

Number of executive/management staff

Number of supervising attorneys

Number of line attorneys

Number of non-attorney legal staff

e.g., legal assistants, legal associates, paralegals.

Number of non-legal servicestaff

e.g., social workers, outreach workers, case managers.

Number of non-legal administrative staff

e.g., human resources, accountants or bookkeepers, receptionists.

Total number of board members

Total number of staff

Click the link to download the Demographic Survey Tables. Once completed upload the Excel file.

[Demographic Survey Tables.](#)

Upload file