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## Public and Private Grants Application Legal Services Provider Organizations Organization Profile Information

**FY2025 Grant Program - Applications due by 11:59pm ET on Friday, August 30, 2024**

The **ORGANIZATION PROFILE INFORMATION** is required for an application. It describes the organization that is applying for DCBF funding. This is a description of your organization – not a description of your project/proposal.

**Your Organization Profile information will be entered one time.** If you are applying for more than one grant, this information will be automatically included in all applications for the Access to Justice, Civil Legal Counsel Projects Program (CLCPP), and General Support grant programs.

Please describe here your overall civil legal aid organization or program. If your civil legal aid program is part of a larger entity that provides services other than civil legal aid (for example, it is a general human services agency), describe **ONLY** the division or department that provides legal services to DC residents with low income or who are under-served.

Before beginning the application, please read the program guidelines, application instructions, and award process information: <https://www.dcbfoundation.org/grants>. Sample application forms are available via the specific grant program under the link.

For technical assistance, refer to: <https://dcbfoundation.org/grantee-portal/>. If you have questions about the application or application process, please email [grants@dcbfoundation.org](mailto:grants@dcbfoundation.org).

### Organization Information

Address:  
City / State / Zip Code:  
Website URL:

### Physical Address Where Services Are Being Provided

Is your physical address different from above? Y/N If Yes, provide your physical address.

**SAM.gov Registration Verification** - *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.*

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

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.

### **Organization Budget Information**

Fiscal Start/End Dates:

Total Organizational Budget:

### **Legal Services Department Budget and Staffing**

Total Budget for Legal Services Department:

Number of Casehandling Non-Attorney Staff:

Number of Casehandling Legal Supervisors, Legal Directors and Executive Director:

Number of Casehandling Attorneys:

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

### **Mission / Legal Services**

#### **Organization's Mission / Legal Services**

What is your organization's mission statement?

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

What systems or processes are in place for staff supervision and training, review of client needs, and outcomes tracking to ensure legal services are of high quality, and address needs?

In the last year, how did your 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, type of data collected, frequency of data collection, staffing, and technology related to these efforts.

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.

Explain any capacity building needs that would help you reach your organizational and programmatic goals during the grant year.

Given proposed cuts to the Access to Justice Initiative over the last two years, what contingency planning is your organization undertaking if these cuts are realized? What are your organization's long-term strategies for sustaining your programs?

Does your organization have a pro bono coordinator? Y/N

If you answered “Yes”: How many pro bono coordinators does your organization have? Is/Are the pro bono coordinator(s) assigned to a particular program area(s)? (Yes / No). Please provide an explanation.

## **Executive/Board Information**

### **Executive/Board 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.*

Board Chair First Name: Board Chair Last Name: Board Chair Email:

**Attachments** – the following documents will be uploaded with your application:

### **Nonprofit Status**

The organization’s Internal Revenue Service ruling letter regarding applicant’s tax-exempt status. Upload as a PDF.

### **Organizational Budget**

The organization's current annual organizational budget. Upload as a PDF.

### **Form 990**

The organization's most recent Form 990 and schedules. Upload as a PDF.

### **Audited Financial Statements**

Provide the organization's most recent audited financials. Upload as a PDF.

### **Client Eligibility Guidelines on Residency and Income**

Download the document via the DCBF website under this link:

<https://www.dcbfoundation.org/grant-programs>.

Upload the completed document as a PDF.

### **Explanation or Notes on the Financials (OPTIONAL)**

Upload as a PDF.

## **Demographic Survey**

### **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:

Number of non-legal service staff:

Number of non-legal administrative staff:

### **Demographic Survey Tables Data Collection**

*You will enter Board Member and Staffing details by gender, race, and ethnicity via an online form in the grants management system. Note: The Demographic Survey Tables Excel file that was uploaded as an attachment with past Organization Profiles is no longer required.*

#### **Enter Board Members and Staff by Gender Details**

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 service staff (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:

Enter Board Members and Staff by Race Details

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 service staff (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:

Enter Board Members and Staff by Ethnicity Details

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 service staff (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: