



**Grant Year:** 2022

**Due Date:** December 17, 2021 5:00 pm

**New or Supplemental Application:** New Application

**Second Cycle:** Yes

Prepared by:

Email:  
Contact Phone:

Funding Opportunity: **Partnership Grants**

Project Title:

Program Name:

Applicant Title:

Address:

City:

I verify the information in the Organization Profile is accurate and up to date.

I verify that I have read, and am familiar with, the eligibility requirements and funding criteria for Partnership Grants.

## Form A - Project Profile

Respond to the questions as concisely and completely as possible. All responses must be self-contained and should only refer to materials uploaded with this proposal.

**1. Application Contact:**

**Job Title:**

**Email:**

**Telephone:**

**2. Original Requested Amount:**

**3. Partner Court(s)**



**4. County(ies) Served by this Project:**

County(ies) Served by this Project

**5. Substantive Area(s)**

Other

a. Explain "Other":

**6. Describe how this project is unique, larger in scope, or a proposed expansion to an existing project.**

**7. Project Abstract**

Provide a brief summary of the core aspects of your proposed grant project, including the legal area to be addressed; the target constituency; the type(s) of services to be provided; the location and hours of operation for this project; project staffing; general nature of court participation; and main goals.

Detailed information regarding these areas will be provided in Form B – Project Description. (250 word limit)

**Form B - Project Description**

**1. Court Involvement**

A formal letter of support and memorandum of understanding must be uploaded to Form F. See Application Instructions for detailed information about these documents.

**a. Court Coordination**

Describe the current and planned coordination and collaboration on this project with existing court-based services. (250 word limit)



### c. Facilities & Court Resources

Identify all space and material resources being provided by the court, and any special access to facilities or data to be provided to the project or its staff. (250 word limit)

### d. Regular Meetings

Project staff should meet no less than quarterly with key court partners, with a formal agenda. Identify the schedule for these meetings, who is expected to participate, and any issues currently to be resolved. (250 word limit)

### e. Evaluation Support

The court is considered to be an equal partner in ensuring that the funded services are meaningfully evaluated. Identify the court's role in evaluating this project. (250 word limit)

**f. Describe if there are other aspects of court involvement that distinguish this project from other self-help clinics, or any court partnership information not provided above. (250 word limit)**

## 2. Project Impact

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### a. Program's Qualifications

What is the applicant program's experience providing assistance to self-represented litigants, including court-based services? (250 word limit)

### b. Needs Assessment

Describe the demographics of the target community, the geographic area to be served by the project, and why the target population is in particular need of the services to be provided. (250 word limit)



**c. Types of Services to be Provided**

Describe the legal issues to be addressed and the type and level of services to be offered by the project. (250 word limit)

**d. Coordination Efforts**

Describe the current and planned coordination and collaboration on this project with other legal services providers, or other community organizations. (250 word limit)

Individual Services		Workshops		Self-Help Clinics	
Number of Individuals to be Served	Number of Services	Number of Individuals to be Served	Number of Services	Number of Individuals to be served	Number of Services

Information on Legal Options

Information on Court Procedures and Hearing Preparation

Document Preparation and Review

Filing or Services Assistance

Supervised Settlement Services

Post-Hearing Assistance

Other



**1. Other:**

Identify any further or additional project goals, not identified above. (250 word limit)

**2. Total Number of Individual Services:**

Do not include family members and others impacted.

**3. Total Number of Workshops:**



**4. Total Number of Self-Help Clinics:**

**5. Format:**

Describe the format for any workshops, including any use of video conference or electronic document assembly, and the goal for each type of workshop. (250 word limit)

**f. Outreach & Community Engagement**

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**1. Outreach:**

Describe how you will communicate the availability of services to litigants and the community. (250 word limit)

**2. Language Access:**

Describe language capabilities among staff, including resources for translation services if necessary for serving the target population. (250 word limit)



### 3. Outreach Resources:

Identify any new resource materials to be developed, who will be responsible for preparing those materials, and how they differ from materials already posted, i.e., at [www.courts.ca.gov](http://www.courts.ca.gov). (250 word limit)

## 3. Administration

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### a. Grant Year Timetable

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For existing and new projects, describe the proposed timetable for the implementation or continued administration of the project by quarter for the grant year. Indicate if any significant changes to existing operations are anticipated. (250 word limit)

#### Q1 (April-June 2022):

(250 word limit)

#### Q2 (July-September 2022):

(250 word limit)

#### Q3 (October-December 2022):

(250 word limit)



**Q4 (January-March  
2023):**

(250 word limit)

**Q5 (April-June 2023):**

(250 word limit)

**Q6 (July-September  
2023):**

(250 word limit)

**Q7 (October-December  
2023):**

(250 word limit)

**b. Staffing**

Identify key personnel involved in staffing and supervising this project. If supervision is not being provided on-site, describe the steps that will be taken to ensure quality control. (250 word limit)

**c. Supervision of Volunteers**

Identify any volunteers to be utilized, their anticipated role, and how they will be trained and supervised. (250 word limit)

**d. Sub-Grants**

Provide details for any sub-grant(s), including plans for oversight and evaluation of the services provided by the sub-grantee. (250 word limit)





**e. Pro Se Document Review**

How will the project ensure that documents are completed correctly? Who will conduct the review and when? (250 word limit)

**f. Eligibility for Services**

**1. Identify all criteria and guidelines used to establish eligibility for services and how the project screens for eligibility for services. (250 word limit):**

**2. Identify any resources or referrals to be provided to litigants who are not eligible for this project's services. (250 word limit):**

This response will be included in the Letter of Support template on Form F of this application.

**g. Attorney-Client Relationship**

**1. Will this project establish an attorney-client relationship? Yes**



**2. Describe how project staff will check for client conflicts, and how individuals will be served if a conflict is identified, i.e., referrals to a conflict panel, independent contractor, etc. (250 word limit):**

This response will be included in the Letter of Support template on Form F of this application.

#### **h. Impartiality of the Court**

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**1. Impartiality of the No Court:**

Will this project serve only one party or side of a matter?

#### **4. Project Budget**

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**a. In addition to completing Forms C and D, describe how this project will ensure Partnership Grant funds will only be used to provide services to indigent individuals, as defined by Business & Professions Code Section 6213 (d). If services will be provided to non-indigent persons, identify the non-Partnership Grant funds that will cover this work. (250 word limit)**

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#### **5. Continuity Planning**

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Refer to RFP requirements regarding funding priorities. Partnership Grant funding is typically terminated after five consecutively funded grant years.

**a. Describe plans to obtain funding that will sustain this project's services beyond the typical Partnership Grant funding cycle. (250 word limit)**

**b. List all funding sources that have been explored or pursued for this Partnership Grant project in the last twelve months.**

Specifically identify applications submitted, amounts requested, revenue raised for project operations, and any funds that were obtained by leveraging the Partnership Grant. This section may also be used to explain any barriers to pursuing funds. (250 word limit)

**c. Other Efforts**

Describe any other efforts to support continuity planning, such as recruitment of volunteers or pursuing in-kind support (250 word limit)

## 6. Evaluation

Projects must submit detailed reporting and evaluation materials after each grant year. These will include an expenditures report, information on the demographics of clinic customers, findings from client satisfaction surveys, a report on meetings with court partners, and at least one additional evaluation modality

**a. Project Services**

For existing projects, provide a brief summary of services provided in the current year with any relevant highlights, benchmarks, challenges, etc. What changes have been made to the project over the past year, and what changes are anticipated in the upcoming grant year?

**b. Upload a copy of the Satisfaction Survey now in use, or a proposed survey to be implemented in the coming grant year**



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c. Describe how the survey will be distributed, and how data will be gathered and analyzed. (250 word limit)

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d. Identify at least one additional evaluation methodology to be used in assessing the impact or efficacy of this project's services. (250 word limit)

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### Form C - Project Budget

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Program Personnel

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Program Non-Personnel

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1. Lawyers

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2. Paralegals

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3. Other Staff

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### Form D - Budget Narrative

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Personnel

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Non-Personnel

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### Form E - Project Assurances

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Download the Assurances document and upload a signed copy below.

Upload PDF Version of  
Signed Assurances  
Document:

## Form F - Agreement of the Partner Court

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Any uploaded Letter(s) of Support and MOU are listed below and also attached at the end of this pdf.

**1. Upload Letter(s) of  
Support:**

**2. Upload MOU(s):**

Refer to application  
instructions for MOU  
requirements.

### Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a one - to - five word file description (note: any type of file may be uploaded).

## Staff Review

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**Project Budget:** No Revision Required