



Eligibility Category: LSP

Grant Year: 2022

Due Date: March 18, 2021 5:00pm PST

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

1. Application Contact:

Job Title:

Email:

Telephone:

**2. Total Amount
Requested:**

Request project amounts
divisible evenly by 1,000.

3. Partner Court(s)



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

County(ies) Served by this Project

5. Substantive Area(s)

a. Explain "Other":

6. Is the project currently funded by a Partnership Grant?

**a. Select Project for
Refunding:**

**b. Number of years
funded:**

**c. For projects more than
5 years, does this project
have any significant
changes, such as change
to location of host court
or substantive focus that
it should considered new
or not currently funded?:**

An existing project would be considered "new" or not currently funded, if the proposal indicates a change to the location of the host court, or a significantly change to its substantive focus.



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. This abstract will be submitted in summaries provided to the Legal Services Trust Fund Commission and the Judicial Council, as well as it is pulled into the Letter of Support template on Form F of this application. (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

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)



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. 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



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. (250 word limit)

3. Administration

a. Grant Year Timetable



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 (January-March):

(250 word limit)

Q2 (April-June):

(250 word limit)

Q3 (July-September):

(250 word limit)

Q4 (October-December):

(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?:

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.

3. Explain how litigants will be made aware of the scope of services to be provided and that no attorney-client relationship will be established. (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



1. Impartiality of the Court:

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

2. Identify which side will be served, and why the project has established this limitation? What are the social implications of this decision? How will this project address any risk to the appearance of the court's impartiality as a result of limiting services to one side of these matters? (250 word limit):

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

4. Project Budget

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)

5. Continuity Planning



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



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

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)

Form C - Project Budget

Program Personnel

Program Non-Personnel

1. Lawyers

2. Paralegals

3. Other Staff

Form D - Budget Narrative

Personnel

Non-Personnel

Form E - Project Assurances

Please download the Assurances document and upload a signed copy below. Please upload PDF files only.



**Upload Signed
Assurances Document:**

Form F - Agreement of the Partner Court

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 1-5 word description of the file.