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## Partnership Grant Application Instructions

Partnership Grant proposals must be submitted on SmartSimple **by Thursday, March 18, 2021 at 5:00pm PST**. Interested organizations are strongly encouraged to review the Grant RFP Requirements, Priorities and Policies document on the SmartSimple homepage for information about eligibility requirements, selection criteria, and the new scoring rubric for this competitive discretionary grant.

### OVERVIEW

A completed proposal will include the following components:

- Form A – Project Profile**
- Form B – Project Description**
- Form C – Project Budget**
- Form D – Budget Narrative**
- Form E – Project Assurances**
- Form F – Agreement of the Partner Court**

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### How to begin a new Partnership Grant Application:

- SmartSimple homepage → Funding Priorities → Create New Partnership Grant Application
- Click the checkboxes to confirm that the information on the applicant’s organization profile is accurate and up-to-date, and that the applicant is familiar with the grant requirements.
- Select “Proceed to Application”

TIP: Applicants can navigate through the application by either selecting the Form tabs on top of the application or by clicking “NEXT” on the bottom right. In order for all responses to be saved, applicants should click “Save & Finish Later” periodically while completing the application.

### GENERAL

- Click the checkbox to confirm that the applicant is familiar with the grant requirements.
- Provide a title for this project that references the county or court branch, and the substantive legal area or intended constituency – e.g., “Del Norte Unlawful Detainer Clinic” or “Martinez Courthouse Seniors Clinic.” This title will be reflected in Form F: Agreement of the Partner Court.

## **FORM A - PROJECT PROFILE**

Form A requests basic information regarding the proposed project.

1. Application Contact information: Provide the name, job title, email, and telephone number of the application contact.
2. Total Amount Requested: Partnership Grants will be funded in amounts evenly divisible by 1000. If a grant amount entered here does not end with three zeroes, this cell will round the figure up or down to the nearest thousand.
3. Partner Court(s): Provide the name of the Partner Court(s) involved. Additional information will be requested in the Project Abstract and Form B – Project Description.
4. County(ies) Served by this Project: Select Click the “Add” button to select the county(ies) where services will be offered. Click “Save” and then click “Close.”
5. Substantive Area(s): Identify all substantive areas to be addressed by this project.
  - 5a. Provide an explanation if “Other” is selected from the list above.
6. Indicate if the project is currently funded by a Partnership Grant.
  - 6a. If yes, select the most recent Project Name from the dropdown options.
  - 6b. If yes, indicate the number of years funded.
  - 6c. For projects older than 5 years, describe if there have been any significant changes to the project that would warrant consideration as a new or not currently funded project. (e.g. change in location of host court or substantive focus)
7. Project Abstract: Provide a brief summary of the core aspects of your proposed project, including legal area(s) 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. This abstract will be submitted in summaries provided to the Legal Services Trust Fund Commission and the Judicial Council, and is incorporated into the Court’s Letter of Support template that is included as part of this application at Form F. Note that detailed information regarding these areas will be requested in Form B – Project Description

## **FORM B - PROJECT DESCRIPTION**

Form B has been updated to align with the new scoring rubric categories.

### **1. Court Involvement**

*A formal letter of support signed by the Presiding Judge, and a Memorandum of Understanding with the host court, must be uploaded to Form F; see below 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.
- b. Clinic Location and Hours: Identify the Partner Court, location of services (if different), address, schedule of days and hours of operation, and the total onsite hours of service per month. Use the gold “+” button to add a row for each host court; use the gold “X” button to delete a row.
- c. Facility and 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.
- d. Regular Meetings: Project staff should meet no less than quarterly with key court partners. Identify the schedule for these meetings, who is expected to participate, and any issues currently to be resolved.
- 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.
- 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.

## 2. Project Impact

- a. Program’s Qualifications: Describe the applicant program’s experience providing assistance to self-represented litigants, including court-based services.
- 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.
- 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.
- d. Coordination Efforts: Describe the current and planned coordination and collaboration on this project with other legal services providers, or other community organizations.
- e. Goals and Objectives: Click the “Enter Goals and Objectives” button to input data to the chart, indicating the number of anticipated services or activities for each category. Input 0 when no such services are anticipated; do not leave any blank cells.
  1. Indicate any other project goals not identified above.
  2. Indicate the Total Number of Individual Services anticipated. Do not include family members and others impacted.
  3. Indicate the Total Number of Workshops anticipated
  4. Workshop 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.

f. Outreach & Community Engagement

1. Outreach: Describe how you will communicate the availability of services to litigants and the community.
2. Language Access: Describe language capabilities among staff, including resources for translation services, if necessary, for serving the target population.
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).

**3. Administration**

- a. Grant Year Timetable: For new and existing 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.

Q1 (January-March)	
Q2 (April-June)	
Q3 (July-September)	
Q4 (October-December)	

- b. Staffing: Identify key personnel involved in staffing and supervising this project. If supervision is not provided on-site, describe the steps that will be taken to ensure quality control.
- c. Supervision of Volunteers: Identify any volunteers to be utilized, their anticipated role, and how they will be trained and supervised.
- d. Sub-Grants: Provide details for any sub-grant(s), including plans for oversight and evaluation of the services provided by the sub-grantee.
- e. Pro Se Document Review: How will the project ensure that documents are completed correctly? Who will conduct the review and when?
- 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.
  2. Identify any resources or referrals to be provided to litigants who are not eligible for this project's services.
- g. Attorney Client Relationship
1. Will the project establish an attorney-client relationship?
  2. If yes, 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.

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

h. Impartiality of the Court

1. Will this project serve only one party or side of a matter?
2. If yes, identify which party(ies) served and why this project has established this service model. If only one side is served, describe how the project will ensure the court's impartiality.

**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.
- 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.
- c. Describe any other efforts to support continuity planning, such as recruitment of volunteers or pursuing in-kind support

**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. Refer to the Partnership Grant Reporting Requirements on SmartSimple for additional information.*

- a. 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 this project's current or proposed Satisfaction 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.
- d. Identify at least one additional evaluation methodology to be used in assessing the impact or efficacy of this project's services. Examples include but are not limited to, courtroom observations, focus groups, court/case file reviews, time/efficiency studies, economic impact analysis.

## **FORM C - PROJECT BUDGET**

The proposed Project Budget must be specific to the proposed project's activities. The budget should include the entire project and should identify all the funding sources that will support it, including the proposed Partnership Grant, as well as any other State Bar or non-State Bar monies committed to the project. Program expenses are those arising directly from the operation of the project.

- 1) Select the "Open" button to open the Project Budget Worksheet. Use this worksheet to identify all funds allocated to this project, from all funding sources. The chart has three sections: Program Personnel, Program Non-Personnel, and Administrative & Overhead.
- 2) At the bottom of Form C, provide the requested information about the proposed staffing for the project, including the total full-time equivalent (FTE) staffing for each category of staff assigned to the project, by funding source (Partnership Grant, other State Bar monies, non-State Bar monies). Identify staff by their role within the project, rather than by name. This information should be consistent with staff information provided in Form B – 2. Administration.
- 3) Confirm that all amounts in the Project Budget Worksheet match the requested grant amount in Form A, Question 2.

Expenses that may be allocated to the Partnership Grant budget are listed on the Project Budget Worksheet as follows:

### **Personnel**

*Funded program staff must be providing, or directly supervising, project services.*

1. Lawyers: Salaries and wages paid to staff attorney(s), whether full-time, part-time or temporary.
2. Paralegals: Salaries and wages paid to staff paralegal(s) (including law graduates, legal assistants, and law students), whether full-time, part-time or temporary. Paralegals are persons working under the supervision and control of an attorney, whose duties consist primarily of activities such as intake interviewing, checking court records, legal research, and outreach and community education.
3. Other Staff: Salaries and wages paid to all other staff providing services through this project, whether full-time, part-time, or temporary.
4. SUBTOTAL of amounts listed 1 through 3 (automatically calculated)
5. Employee Benefits: Fringe benefits and payroll taxes paid on behalf of employees, such as retirement, FICA, health and life insurance, workers' compensation, unemployment insurance, and other payroll related costs, for staff providing services to litigants through this project.

6. TOTAL PROGRAM PERSONNEL: total of amounts listed in 1 through 5 (automatically calculated)

### **Non-Personnel**

*Non-personnel costs incurred directly through operation of the project may be included based on anticipated actual costs.*

7. Space: Funds should only be allocated for space costs to the extent that project-related work will be performed at the applicant's offices rather than at a court-based or other off-site location.
8. Equipment, Rental and Maintenance: Lease or rental expenses for equipment (except telephone) to be used by the proposed project; a commensurate share of anticipated maintenance costs for that equipment.
9. Office Supplies: Basic office supplies, including materials used in copiers and other small equipment. Equipment purchases under \$1,000 that enable services funded by the Partnership Grant may be included here.
10. Printing and Postage: Outside printing and postage costs
11. Telecommunications: Local, long-distance, or cellular telephone service expenses incurred directly by the proposed project. Similar and related expenses for conference calls, videoconferencing or other telecommunication services should be included as well.
12. Technology: Expenses related to software purchases, subscriptions, and updates; computer hardware costing less than \$1,000 may also be listed here.
13. Program Travel: Travel expenses incurred by staff or volunteers to provide services through the proposed project.
14. Training: Non-personnel costs associated with training or continuing education for staff members or volunteers who assist in providing services through the proposed project. You may include the cost of travel to and from training events, per diem, conference registration fees or tuition, purchase or production of training materials, etc. Do not include expenses associated with training that you provide to the public or to other organizations.
15. Library: Expenses for the maintenance and expansion of office libraries required by the proposed project, including subscriptions to periodicals, books and update services.
16. Insurance: A share of professional liability insurance and bonding costs proportionate to staff who provide services through the proposed project.
17. Evaluation: Expenses for gathering and analyzing information and data, and reporting on the effectiveness of services provided through the project.
18. Contract Service to Clients: Payments to private attorneys, consultants or organizations to provide professional services to litigants through the proposed project. Itemize individual contracts on Form D, including the identity of the contractors, the general nature of duties to be performed, and the rate of compensation or the contract amount.
19. Other Non-Personnel Program Expenses: Expenses not included above, arising directly as a result of the operation of the project. Itemize individual expenses comprising this item on Form D.
20. TOTAL PROGRAM NON-PERSONNEL: total of amounts provided in 7 through 19 (automatically calculated)

## **Administrative and Overhead**

*Administration and overhead can include both personnel and non-personnel expenses associated with the organization's management and support of the project, apart from the direct provision or supervision of services.*

21. Administrative Personnel Expenses: Salaries, wages, and benefits for personnel working on administration of the project.
22. Administrative Non-Personnel Expenses: A reasonable share of organizational non-personnel expenses such as payroll administration or audit expenses may be allocated to the project, commensurate with the size of the project and as appropriate to the project's role within the organization

## **FORM D – PROJECT BUDGET NARRATIVE**

Form D is to accompany the proposed Partnership Grant funding identified on Form C.

- 1) Select the "Open" button to open the Budget Narrative Worksheet.
- 2) Confirm that the budget line items match amounts in Form C.
- 3) For each line item, use the "Narrative" column to indicate the purpose of the expenditure and the basis for calculating the allocation.

### Notes:

- Explain any expenses under 18. Contract Services to Clients and 19. Other Non-Personnel in the fields provided beneath the chart.
- For any administrative allocations, identify the costs included in the allocation, and how the Partnership Grant's share of those costs was calculated.
  - The methodology for these calculations must be reasonable and appropriate for the expenditure, the project, and the organization as a whole, and should be calculated in a manner consistent with cost allocations for other projects operated by the organization.
  - Examples of appropriate allocation methodologies include ratios based on the project's share of the organization's total FTEs, attorney FTEs, or total operations budget
- Any volunteers or contributed staffing should be identified above at Form B, part 6b.
- Any significant in-kind support from the Court, such as use of facilities or equipment, should be identified above at Form B, Part 10a.

## **FORM E: PROJECT ASSURANCE**

- 1) Download the Project Assurances document
- 2) Obtain the signatures of the Executive Director and Board President or another authorized board representative
- 3) Scan the signed document and save it as a PDF file
- 4) Upload the signed document where indicated on this form (Only PDF files may be uploaded)



## **FORM F: AGREEMENT OF THE PARTNER COURT**

For each partner court, upload a Letter of Support and a Memorandum of Understanding. Eligible projects selected for funding will not be awarded monies until all required documentation has been submitted and approved, including the Court Letter of Support and Memorandum of Understanding described below.

### **Letter(s) of Support:**

A separate letter, signed by the Presiding Judge, must be provided with each application, for each county in which the project will operate.

### How to generate the letter of support:

- Identify the Presiding Judge:
  - Select the appropriate Presiding Judge from the “Add Contacts” drop-down menu.
  - To add a new Presiding Judge to the list:
    - Select the “New Contact” option at the top of the drop-down list, and indicate the person’s role as “Presiding Judge.”
    - Click the “Add to Application” button to bring up a dialogue box for inputting contact information for the Presiding Judge. Click “Submit” at the bottom of this dialogue box to save the data. The selected Presiding Judge’s name should now appear on the Form.
- Click “Create Template” to bring up a dialogue box to provide the following information:
  - Select a “Form F Template Name” that references the title of the project.
  - Indicate the status of the project MOU by clicking the appropriate radio button. (See below for more details about MOUs.)
  - Add any necessary additional comments.
  - Select the Presiding Judge’s name from the “Select Presiding Judge” drop-down on the template.
- Review the letter for accuracy; click Save & Finish Later; then click “Download Letter” to produce a hard copy of the Letter of Support for the Presiding Judge’s signature.
- Once the letter has been signed, scan it as a PDF and upload it to the proposal again by using the “Upload Letter(s) of Support” button. Only PDFs can be uploaded.

### **Memorandum(a) of Understanding (MOU):**

The applicant must enter into a formal agreement with each host court setting forth the duties and responsibilities of each party relative to the proposed project. This MOU should include the Project Title, the identity of the host court and the participating QLSP, the parties’ respective duties and obligations, details about the contract contact for each party, the date on which the agreement begins and terminates (or the conditions for terminating the agreement), any financial and/or in-kind support to be provided by either party, and any other logistical or administrative matters reflected in the proposal.

- Lease or Use-of-Space agreements, agreements that do not cover the entire grant period, and unsigned agreements will not fulfill this MOU requirement.
- When uploading the MOU, provide a name for it that identifies the project, the county or region served, and the applicable grant period – for example, the 2020 Yuba County

Small Claims Project MOU, or the Del Norte Fines and Fees Project Continuing Agreement.

- Projects in operation under a continuing MOU must still upload that MOU to the new proposal.

### **DOCUMENT UPLOAD**

Upload any additional documents with supplemental information not included in the submitted proposals.

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### **Post-Submission Information**

Following submission of a completed proposal, the Legal Services Trust Fund Commission will review to confirm eligibility and funding recommendations.

- Projects that are awarded a different grant amount than requested must also submit a Budget Confirmation form.
- After all documents have been approved and an award has been confirmed, grantees must execute a grant agreement with the State Bar before funding can be disbursed.