



Legal Services Corporation

Pro Bono Innovation Fund Application Instructions for 2016 Grant Funding

Issued: May 31, 2016

**Application Submission Deadline: Monday, July 18, 2016
By 11:59 P.M. Eastern Time**

Submit Online At: <http://lscgrants.lsc.gov>

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I. Overview

Congress established the Legal Services Corporation (LSC) in 1974 as a private nonprofit corporation that provides grants for high-quality civil legal assistance to low-income Americans. LSC funds 134 independent nonprofit legal aid programs with almost 800 offices serving every state and the U.S. territories.

In March 2011, LSC's Board of Directors formed a Pro Bono Task Force to explore how to better engage pro bono lawyers to leverage LSC's federal funding and increase the resources available to serve low-income people. The Task Force included more than 60 distinguished leaders from the judiciary, major corporations, private practice, law schools, the federal government, the organized bar, pro bono programs, and the legal aid community. See [Pro Bono Task Force Members](#).

The Task Force issued a [comprehensive report and recommendations](#) in October 2012. The report provides a summary of findings that illustrate the current crisis in legal services and suggests ways that pro bono resources can be used to increase the supply of lawyers and others who are available to provide legal assistance. One of the Task Force's key recommendations was the creation of an Innovation Fund to encourage new ideas for engaging pro bono assistance. On January 17, 2014, the President signed Public Law 113-76, the Consolidated Appropriations Act of 2014, which included \$2.5 million in LSC's appropriation for a new grant program called the Pro Bono Innovation Fund, a program to award grants to existing LSC grantees to strengthen the pro bono system and increase access to legal assistance for low-income people.

In the first year of Pro Bono Innovation Fund grant-making, LSC funded eleven projects to address the critical legal needs of underserved populations with more pro bono volunteers, with significant collaboration, and with technology enhancements. The Consolidated and Further Continuing Appropriations Act, 2015, Public Law 113-235 (December 16, 2014) increased LSC's appropriation for the Pro Bono Innovation Fund to \$4 million and LSC funded an additional fifteen projects with those funds. On December 18, 2015, the Consolidated Appropriations Act, 2016, Public Law 114-113 provided \$4 million for the Pro Bono Innovation Fund. Through competitive grant making, LSC will use the Pro Bono Innovation Fund to continue to leverage the impact and effectiveness of our grantee organizations.

II. Funding Opportunity Description

A. Purpose of the Pro Bono Innovation Fund

The purpose of the Pro Bono Innovation Fund is to develop and enhance pro bono programs that serve low-income clients to improve the reach, quality and effectiveness of the services clients receive. The Pro Bono Innovation Fund will support projects that are:

- (1) Innovative (new approaches or the adaptation of existing, successful approaches) *and* replicable (the innovation, if successful, could likely be implemented by other legal aid programs); or
- (2) Replicate prior proven successful models.

B. Key Goals of the Pro Bono Innovation Fund

The Pro Bono Innovation Fund is designed to address the LSC's Pro Bono Task Force's findings that highlight the current crisis in legal services and suggest ways that pro bono can be used to increase the supply of lawyers and others who are available to provide legal assistance to low-income people. The key goals of the Pro Bono Innovation Fund are to:

1. Address gaps in the delivery of legal services to low-income people;
2. Engage more lawyers and other volunteers in pro bono service; and
3. Develop and implement new, innovative, and replicable strategies that address persistent challenges in pro bono delivery systems.

III. Award Information

A. Available Funds

A total of \$3,800,000 will be available for 2016 grant awards. Publication of these *Instructions* does not obligate LSC to award any specific number of grants or to obligate the entire amount of funding available.

B. Estimated Award Funding Amounts

LSC expects that the amount of funds awarded for each grant will vary. LSC recommends that Applicants request a minimum of \$50,000, but LSC will consider requests for smaller amounts. The average funding for 2015 grants was approximately \$253,000, and the grants ranged from \$160,000 to \$362,000. Applications may request an amount up to the total available funds.

C. Grant Term

LSC will fund grants for either 18- or 24-month grant terms. All applications must specify the grant term, and all application materials must cover the entire grant term (including project description, proposed goals and outcomes, and budget information). LSC expects to award grants that will commence in October 2016, subject to execution of all grant documents.

D. Funding Instrument

The funding mechanism for the Pro Bono Innovation Fund is a grant.

IV. LSC Requirements and Eligibility Information

A. LSC Requirements

Pro Bono Innovation Fund grants are subject to all the requirements of the Legal Services Corporation Act of 1974 as amended (LSC Act), any applicable appropriations acts and any other applicable law, rules, regulations, policies, guidelines, instructions, and other directives of including, but not limited to: [LSC Audit Guide for Recipients and Auditors](#), [Accounting Guide for LSC Recipients \(2010 Edition\)](#), [CSR Handbook \(2008 Edition, as amended 2011\)](#), [the 1981 LSC Property Manual](#) (as amended), and [the Property Acquisition and Management Manual](#), with any amendments to the foregoing adopted before or during the period of the grant.

Furthermore, Pro Bono Innovation Fund grants are subject to additional grant assurances, which LSC will base on the [Pro Bono Innovation Fund Grant Assurances for 2015](#) available on the LSC website.

B. Eligible Applicants

To be eligible for Pro Bono Innovation Fund grants, Applicants must be current grantees of LSC Basic Field-General, Basic Field-Migrant, or Basic Field-Native American grants.

In addition, to be eligible, Applicants must have submitted a Letter of Intent to Apply for Funding and have been invited by LSC to submit a full application. All Applicants must be current with all information and reporting requirements for all other LSC grants (Basic Field, Technology Initiative Grants (TIG), Pro Bono Innovation Fund, or others).

C. Eligible and Ineligible Activities

Pro Bono Innovation Fund grants must meet the purpose and goals described above, consistent with all LSC requirements and restrictions.

In addition, Pro Bono Innovation Fund grants cannot involve judicare, reduced fee, or other arrangements in which individuals are paid fees (in full or in part) for representing eligible clients, regardless of whether those arrangements would qualify as PAI activities under 45 C.F.R. Part 1614.

D. Partner Organizations

Organizations and entities that are not current LSC grantees are not eligible to apply directly to LSC for Pro Bono Innovation Fund grants. But LSC encourages collaborations between LSC grantees and other partner organizations that strengthen pro bono delivery systems, avoid duplication of services, and expand services to clients.

Any transfer of Pro Bono Innovation Fund or other LSC grant funds to a third party requires a subgrant determination. All subgrants must meet all subgrant requirements, including compliance with any applicable restrictions on the non-LSC funds of the third party. Applicants should carefully review these rules before submitting proposals with potential subgrants. Please see [Program Letter 10-3 on subgrants](#) and the [transfer and subgrant requirements at 45 C.F.R. Parts 1610 and 1627](#), particularly as they pertain to subgrants to conduct programmatic activities. All subgrants require prior approval under [45 C.F.R. Part 1627](#).

Non-subgrant contracts using Pro Bono Innovation Funds are subject to the contracting requirements set out below, in addition to the cost standards and prior approval requirements of [45 C.F.R. Part 1630](#).

Applicants must also consider arrangements with other organizations as part of their compliance with the program integrity requirements of [45 C.F.R. § 1610.8](#).

Please see *Section VI. Award Administration Information* for more information on making formal arrangements with project partner organizations and other third parties.

V. Application and Submission Information

A. Application Deadline in LSC Grants Online Application System

Applications for the 2016 Pro Bono Innovation Fund grant program are due no later than **11:59 P.M. Eastern Time, Monday, July 18, 2016** in the LSC Grants online application system.

B. Multiple Applications; One Project per Application

Upon invitation by LSC, Applicants may submit separate applications for multiple Pro Bono Innovation Fund grants where the projects are discrete and not interdependent. Each separate application must contain complete information and not rely upon information contained in other applications.

C. Submission in LSC Grants Online Application System

Applicants must submit applications electronically via [the LSC Grants online application system](#). LSC will not accept applications or portions of applications by email or physical delivery. The online application for the Pro Bono Innovation Fund will be available in late June 2016. It will be accessible through the homepage after Applicants log into the system.

LSC recommends that Applicants start applications in the system at least three weeks before the deadline. We also recommend that Applicants draft their entire Application Narrative as a word processing document, then copy and paste the information into the LSC Grants online application system. Please allow time to reformat documents in the

application system, as the page and character limits provided in these Instructions are estimates and not exact. Also please note that the input fields in LSC Grants will only accept plain text formatting. Do not paste any formatted copy such as tables, bullets, or bold text. LSC will provide confirmation via email upon submission of each completed application. Please keep this email as verification that an application was submitted and received. If you do not receive a confirmation email, then please inquire about the status of your application at probonoinnovation@lsc.gov.

D. Application Components

Applications must be thorough and provide strong justification for funding the proposed project. Reviewers will assess each application on the basis of the following criteria: the overall design of the proposed project; the Applicant's organizational capacity, project partners and the project's sustainability; and, the cost-effectiveness and budget adequacy of the proposal.

Completed applications must have the following components in the LSC Grants system:

1. *Pro Bono Innovation Fund Application Form*
 - *Project Title*
 - *Amount Requested*
 - *Total Project Budget*
 - *Grant Term (18 months or 24 months)*
 - *Executive Summary:* Applicants must provide a concise one-paragraph description of the proposed project.
 - *Requesting funds through LSC's TIG program:* Applicants must state if they have been invited to apply for funding for this project or another project through the 2016 TIG program.
2. *Narrative: Includes responses to 9 questions which should be uploaded into LSC Grants as a word processing document.*
 - *Project Design: 5 questions*
 - *Organizational Capacity, Project Partners and Sustainability: 3 questions*
 - *Cost-Effectiveness and Budget Adequacy: 1 question*
3. *Budget Form*
4. *Budget Detail: Using the template Excel spreadsheet.*
5. *Subgrant Form(s), if applicable (see Appendix III)*
6. *Contract Form(s), if applicable (see Appendix IV)*
7. *Resumes of Key Staff, Position Description for New Project Position(s)*
8. *Supporting Documentation*

E. Page Limits and Formatting Requirements for Narrative

Requirements for Applicants that are not Pro Bono Innovation Fund grantees: The total page limit for the *Narrative* portion of the application for applicants that **are not** current

Pro Bono Innovation Fund grantees is 20 double-spaced pages with one inch margins, using Times New Roman 12-point font, which approximates 13,000 words or 66,500 characters not including spaces in a standard word processing document. The *Narrative* page limit does not include the *Budget Form*, *Budget Detail*, and *Appendices*.

Requirements for current Pro Bono Innovation Fund grantees: Applicants who are *current* Pro Bono Innovation Fund grantees will have to respond to additional questions. Their total page limit for the *Narrative* portion of the application is 25 double-spaced pages with one inch margins, using Times New Roman 12-point font, which approximates 16,000 words or 83,000 characters not including spaces. The *Narrative* page limit does not include the *Budget Form*, *Budget Detail*, and *Appendices*.

F. Late or Incomplete Applications

LSC may consider an application after the deadline, but only if the Applicant has submitted an email to probonoinnovation@lsc.gov explaining the circumstances that caused the delay. Communication with LSC staff, including assigned Program Liaisons, is not a substitute for sending an explanatory email to probonoinnovation@lsc.gov. At its discretion, LSC may consider incomplete applications. LSC will determine the admissibility of late or incomplete applications on a case-by-case basis.

VI. Application Questions, Review, and Selection Process

A. Selection Criteria

Reviewers will assess the following elements of each application:

- Project Design
- Organizational Capacity, Project Partners, and Sustainability
- Cost-Effectiveness and Budget Adequacy

Reviewers will determine if each application demonstrates that the proposed project will: accomplish LSC's key goals of:

- addressing gaps in service to low-income clients,
- engaging more lawyers and other volunteers in pro bono service, and
- developing and/or implementing innovative and replicable solutions to persistent challenges in pro bono delivery systems.

The weights assigned to each category are detailed in the following chart. Reviewers will assess applications against these Selection Criteria and weigh them accordingly.

Category	%	Sub-Category	%
Project Design	60	Need Statement	10
		Project Description including Goals, Objectives, and Project Activities	20
		Capacity, Interest, and Recruitment of the Pro Bono Volunteers	10
		Innovations, Best Practices, and Potential for Replication	15
		Proposed Performance Measures	5
Organizational Capacity, Project Partners, and Sustainability	25	Project Staffing, Leadership and Oversight	10
		Project Partners	5
		Sustainability of the Project	10
Cost-Effectiveness and Budget Adequacy	15	Cost-Effectiveness and Budget Adequacy	15

Below are the *Narrative Questions*. Your responses to each question should be numbered and cut-and-pasted from your word processing document into the LSC Grants online application system. Also listed below are the reviewers' rating criteria for each question. Please note there are separate and additional questions for current Pro Bono Innovation Fund grantees who are applying for 2016 funding.

B. Narrative Questions and Reviewer Criteria —Project Design (60%)

Question 1. Needs Statement (10%): Please provide a description of the client need that this project seeks to address and why it is a strategic priority for your organization to address it. Please also provide a statement that sets forth the challenge or inefficiency in the pro bono system that will be the focus of this project.

For Current Pro Bono Innovation Fund Grantees: In addition to Question 1 above, please provide a summary highlighting the need and challenges being addressed in your current Pro Bono Innovation Fund project and the most important lesson and/or result achieved to date for the targeted clients and volunteers.

Reviewer rating criteria for Question 1 will assess the extent to which the Applicant:

- Provides a clear description of client needs and the current gaps in service.

- Demonstrates why the client need is a strategic, high-level priority for the organization.
- Illustrates need for the project by using available statistical information and other data to identify the gap(s) in services.
- Describes any current efforts (by the Applicant or other entities) that are related to the client needs and gaps in service, including an explanation why the Applicant and other service providers cannot meet the needs with current resources.

Question 2. Project Description including Goals, Objectives, and Project Activities

(20%): Please clearly state the project's high-level goals and objectives, then provide a complete description of your project and the project activities that are designed to address the issues identified in the Needs Statement and goals of the Pro Bono Innovation Fund. Your response should also provide a detailed description of the targeted volunteers and their role and activities in the project.

For Current Pro Bono Innovation Fund Grantees: In addition to responding to Question 2 above, please describe how the proposed project is different from your current project and your plans to advance knowledge-sharing and effective replication of proven or promising pro bono practices from your currently-funded efforts.

Reviewer rating criteria for Question 2 will assess the extent to which the Applicant:

- Describes a cohesive project with well-defined activities designed to address issues identified in the Needs Statement.
- Articulates the project's goals and objectives in clear, compelling, and measurable terms.
- Identifies implementation of specific activities and strategies to achieve the goals and objectives.
- Clearly identifies the specific segment(s) of the bar or other volunteers who will be the focus of the project.
- Details a well-defined role for pro bono volunteers, showing how they are well situated to address the client needs and gaps in services.
- Makes connections to current demographic trends or new opportunities in the Applicant's local, state, or regional legal market (e.g., pro bono bar admission requirement, focus on retiring and emeritus lawyers, new rules on limited scope representation or government lawyer pro bono, change in local legal community demographics such as an increasing presence of large law firms and legal departments or a shift to newer solo and small firm practitioners).

Question 3. Capacity, Interest, and Recruitment of the Pro Bono Volunteer (10%):

Please provide a description and analysis of (A) the pro bono capacity, including the size and makeup, of the private bar and legal community in your area, (B) clear evidence of volunteer interest or demand for the project or your assumptions about volunteer motivation and interest in this project, and (C) a well-defined recruitment strategy for the targeted volunteers.

Reviewer rating criteria for Question 3 will assess the extent to which the Applicant:

- Provides analysis and information about the pro bono capacity of the legal community in Applicant's area, including trends and demographic shifts using available statistical information and other data.
- Provides context on the pro bono community and key stakeholders in Applicant's service area.
- Demonstrates that there is strong volunteer interest and support for the project, including volunteer interest in using the resources, and/or engaging in the volunteer opportunities proposed.
- Clearly identifies techniques and resources needed to use the volunteers effectively.
- Describes assumptions about volunteer motivation that are accurate with a basis in Applicant's or others experiences with volunteers.

Question 4. Innovations, Best Practices, and Potential for Replication (15%):

a) Please describe what is innovative about this project and what it offers that is new in the justice community. If the project replicates a best practice in pro bono delivery, your response should clearly identify the project elements that are proven best practices.

b) Please describe the part(s) of your project that you believe will be replicable and describe what you plan to study, measure, and evaluate for replication potential.

For Current Pro Bono Innovation Fund Grantees: In addition to responding to Question 4a and 4b above, please describe the efforts you have made to advance understanding and knowledge-sharing about your project's efforts in the justice community, including any technical assistance you have provided to other LSC grantees, sessions you have hosted at national conferences and other events, etc.

Reviewer rating criteria for Question 4 will assess the extent to which the Applicant:

- Clearly describes a new or original strategy in the pro bono or legal aid community that is being employed in the project.
- Articulates how the proposed project's innovation(s) will address the current challenge, problem, or inefficiency in the pro bono system described in the Needs Statement.
- Demonstrates that current practices or solutions to address the challenge have not proven to be adequate, are not achieving outcomes at scale, or respond too slowly to client needs and/or volunteer potential.
- If proposing to replicate a "pro bono best practice" within a new or different context, Applicant cites to evidence, evaluations, studies or specific examples that formed the basis of identifying the strategy as a "best practice."
- Proposes replication in areas in the pro bono delivery system that pose significant challenges and are commonly found in the legal services community.
- Articulates a thoughtful approach to evaluation for replication potential.

- Sets forth a reasonable basis to expect that the project could be replicated and adapted in other communities, especially with regard to the cost and complexity of the strategies employed in the project.

Question 5. Proposed Performance Measures (5%): Please identify the specific, measurable outcomes that the project seeks to accomplish in the proposed timeframe. Please also indicate in this response which measures will best demonstrate the project's effectiveness.

Reviewer rating criteria for Question 5 will assess the extent to which the Applicant:

- Clearly identifies measurable outcomes that will be achieved through the proposed project.
- Identifies outcomes that are aligned with the key goals of the Pro Bono Innovation Fund and the project's own goals outlined in Question #2.
- Demonstrates a connection between project activities and meaningful outcomes.
- Includes some numerical targets for the estimated number of clients who will be served, estimated number of volunteers participating in the project, etc.
- Specifies the outcome measures, evaluation methods, and data sets that will be used to assess and demonstrate the project's achievements.
- Describes a reasonable, yet rigorous, evaluation plan to ensure the needed data are obtained and compiled over the grant period.

C. Narrative Questions and Reviewer Criteria – Organizational Capacity, Project Partners, and Sustainability (25%)

Question 6. Project Staffing, Leadership and Oversight (10%): Please describe the role and involvement of key staff in the project. The response should include an explanation of your capacity to provide programmatic and financial oversight of this project, with information about the role of your executive management in the development or implementation of the project.

Reviewer rating criteria for Question 6 will assess the extent to which the Applicant:

- Presents a staffing plan with a qualified roster of key staff members that have the experience and capacity to effectively implement the proposed project and meet the grant's program and fiscal requirements.
- For proposed new position(s), describes the level of experience expected for the position that fits with the project responsibilities, including a timeline and strategy for recruiting qualified candidates to the position.
- Demonstrates a track record of success with pro bono and private attorney involvement efforts.
- Describes the Applicant's executive management's level of involvement in the design or implementation of the project.

Question 7. Project Partners (5%): Please describe the role and involvement of key partners who will be collaborating with your organization on the project. If the

project proposes subgrantees and contractors, the response should outline the key project activities each partner will be responsible for.

Reviewer rating criteria for Question 7 will assess the extent to which the Applicant:

- Demonstrates that key partners who are important to the project's success, have a well-defined and substantive role.
- For proposed subgrantees and/or contractors, Applicant clearly describes the role, activities, and qualifications of each that is supportive of the project goals, objectives and activities.
- Demonstrates a history of collaboration with the key partners or community stakeholders, including any prior work with proposed partners such as subgrantees.

Question 8. Sustainability of the Project (10%): Please describe your strategy to sustain the proposed project beyond the grant period. The response should identify the elements of the project that you anticipate will require a commitment of staffing and resources beyond the project period and those that will not require ongoing resources. The response should also include information on current or future partners and funders who are positioned to sustain the project and/or plans that the Applicant can develop to adapt its operations and staffing to support the project after the grant period.

For Current Pro Bono Innovation Fund Grantees: In addition to the question above, please detail how you plan to sustain the new project staff and/or efforts that were funded through your current Pro Bono Innovation Fund grant and how the proposed project supports this.

Reviewer rating criteria for Question 8 will assess the extent to which the Applicant:

- Recognizes the project's staffing and resource requirements and discusses plans and strategies to sustain the project beyond the proposed grant term.
- If proposing to hire new project staff, describes considerations for the position after the grant period ends.
- Identifies other potential sources of support for the project.
- Describes potential changes to internal operations and staffing to support the project beyond the proposed grant term.
- Identifies project partners who are willing and positioned to maintain elements of the project beyond the grant term.

D. Narrative Questions and Reviewer Criteria – Cost-Effectiveness and Budget Adequacy (15%)

Question 9. Budget Justification (15%): Please describe how the overall project budget, including other sources of support, will advance the desired goals, objectives, and project activities being proposed. Please include a statement of where the highest percentage of the Pro Bono Innovation Fund grant will be directed and your justification for this allocation.

Reviewer rating criteria for Question 9 will assess the extent to which the Applicant:

- Proposes a reasonable and justifiable budget consistent with the proposed goals and objectives of the project.
- Presents a budget adequate to successfully support the project activities.
- Submits a budget that is understandable and free from mathematical errors.
- Provides clear detail and adequate budget narrative that demonstrates the relationship of budgeted items to project activities.
- Demonstrates a thoughtful and rational allocation of Pro Bono Innovation Fund dollars in the project.
- Demonstrates past success in managing LSC grant funds and complying with LSC fiscal requirements and guidelines.

Please see *Appendix I: Budget Instructions* for more information on eligible costs and completing proposed project budgets.

E. Appendices and Supporting Documentation

In addition to the *Narrative*, the application must submit through LSC Grants the following appendices:

- Résumés of key staff responsible for the proposed project, including key staff from partner organizations.
- If the project proposes to hire new staff, the position description(s) for the proposed position(s) including both minimum qualifications and preferred qualifications.

Applicants may also include up to 30 total pages of supplemental material to support the project proposal.¹ Supporting Documentation can include:

- Letters of commitment to the project from all key partners whose participation is necessary for project completion.
- Documents such as maps, relevant data and statistical information;
- Letters of support from partners and community stakeholders;
- information on past projects; and
- Credentials of partners and other entities involved in the project.

Please have all letters of support or commitment addressed to: **James J. Sandman, President, Legal Services Corporation**, and submitted in LSC Grants (not sent separately to LSC).

Letters and other supporting documentation that are not submitted in LSC Grants by the application deadline will not be considered as part of the application submission.

¹ Uploads are limited to file extension types of .doc, .docx, .xls, .xlsx, .pdf, and .rtf. Any portion of the application that exceeds the specified page limits will not be reviewed.

F. Additional Balancing Characteristics Considered During Review Process

In selecting Applicants to receive awards under these *Instructions*, LSC will assess the *Selection Criteria* listed above and will also take into account balancing criteria, such as geographic location, types of approaches, and available funding.

G. Review and Selection Process

1. Selection Factors and Phases in the Review and Selection Process

LSC will engage external experts and internal reviewers (LSC staff) with relevant knowledge and expertise in innovation, pro bono, legal aid delivery systems, and the justice stakeholder community to evaluate eligible applications. The assessment of applications involves a wide range of considerations. The review and selection process includes:

a) Phase I - Eligibility Review.

LSC staff will review all applications to determine compliance with the eligibility requirements identified in *Section IV: Application and Submission Information* and follows *Budget Instructions* provided in *Appendix I*. At this stage, some Applicants may receive requests to provide clarifying information regarding their proposal. LSC may make decisions based only on the information submitted and will request clarifying information at its discretion. The eligibility review does not include reading the entire application. Applications that do not meet all eligibility criteria will not be considered for *Programmatic Review*.

b) Phase II - Expert and Programmatic Review.

External experts and internal reviewers (LSC staff) will assess the application based on: Program Design; Organizational Capacity, Project Partners, Sustainability; and Budget Adequacy and Cost Effectiveness selection criteria. External experts will be recruited based on their demonstrated expertise in pro bono, innovation, nonprofit management, and legal services delivery systems. All reviewers will be screened for conflicts of interest.

c) Phase III – Quality Control and Risk Assessment.

LSC staff will identify outstanding applications that demonstrate high alignment with the *Selection Criteria*, alignment with the key goals of the Pro Bono Innovation Fund, and come from Applicants with an excellent track record of administrative operations and programmatic success. LSC staff will also consider how to achieve a balanced portfolio of grants considering the following characteristics: geographic representation, types of client needs addressed, types of pro bono volunteers, and innovative and replicable models.

LSC staff will also evaluate the grant operation risks posed by each Applicant and conduct a due diligence review of each Applicant's ability to manage grant funds. In evaluating risk, LSC may consider any relevant information relating to the Applicant, including past or present: fiscal concerns, special grant conditions, compliance reviews, fiscal reviews, quality reviews, self-inspections, basic field grant applications, audited financial statements, CSR data, PAI and/or Fund Balance waivers, record in managing special grants (including TIG, Disaster Relief, and Pro Bono Innovation Fund grants), audits and investigations, and overall timeliness and completion of LSC-required reports and grant applications.

LSC may also consider an Applicant's financial stability; ability to effectively implement statutory, regulatory, and other requirements imposed on grant recipients; reports and findings from financial audits; quality management systems; IRS Form 990s; annual reports; and publically available information including information from the Applicant's website.

d) Phase IV - Program Staff Recommendation.

LSC staff will recommend applications for selection based on the results of the *above-described review* and the goals and selection factors stated in these *Instructions*.

e) Phase V - Selection for Funding.

The LSC President will make final awards based on his assessment of the applications, the staff recommendations, the selection criteria, and achieving a balanced portfolio of grants.

2. Anticipated Announcement and Award Dates

LSC will announce the results of this competition by **early September 2016**. Successful Applicants will receive an official notification that their application was selected for an award. This notification is not an authorization to begin grant activities. Subsequently, LSC will provide each successful applicant with a *Grant Award* package containing the terms and conditions for the grant. The grant commences on the date specified in the award package after both LSC and the grantee execute all of the grant documents. Grantees whose applications were not selected for funding will also receive separate notification.

VII. Award Administration Information

A. *Award Notices*

1. Activities Prior to Award or Negotiated Starting Dates

LSC has no obligation to fund pre-award costs out of a Pro Bono Innovation Fund grant and LSC does not intend to authorize any pre-award costs. Grant funds are available only for the purposes stated in the *Grant Award* and only after

commencement of the grant term. If an Applicant incurs any project costs prior to the project start date specified in the executed *Grant Award*, it does so solely at its own risk.

2. No Credit Towards 12.5% Private Attorney Involvement Requirement

Pro Bono Innovation Fund grant awards may not substitute for, or be credited against, LSC's regulatory requirement that LSC grantees spend an amount equivalent to 12.5 percent of their annualized basic field award to involve private attorneys and others in the delivery of legal assistance to eligible clients. See 45 C.F.R. § 1614.2(a).

3. No Obligation for Future Funding

If an application is selected for funding, LSC has no obligation to provide any additional or future funding in connection with that award. Renewal of an award to increase funding or extend the period of performance is at the sole discretion of LSC.

4. False Statements

A false statement on an application is grounds for denial or termination of funds and grounds for possible punishment by a fine or imprisonment as provided in 18 U.S.C. § 1001.

5. Applicable Law

All grants made pursuant to this solicitation will be subject to the LSC Act of 1974, as amended, applicable appropriations acts, any other laws affecting LSC funds or LSC grantees, and all lawful requirements of the rules, regulations, policies, guidelines, instructions, and other directives of LSC (LSC Laws, Rules, and Regulations). Any amendments to or other applicable LSC Laws, Rules, and Regulations adopted during the period of this grant shall also apply. The LSC Laws, Rules, and Regulations, including program letters and other policies and guidelines, are available on [LSC's website](#) or by contacting LSC directly.

6. Application of Federal Law

Applicant agrees that as a grantee it will be subject to all provisions of Federal law relating to the proper use of Federal funds. A list of these laws is available at <http://grants.lsc.gov/45-cfr-part-1640-applicable-federal-laws>. It understands that if it violates any of the Federal laws on the list, it may be subject to the summary termination of its LSC grant as authorized by Pub. L. 104-193, Tit. V., § 504(a)(19). It represents that it has informed employees and board members of the Federal laws and their consequences both to the recipient and to themselves as individuals as required by 45 C.F.R. § 1640.3. It will also notify any subgrantees about the applicability of these laws and obtain the subgrantees consent to their application.

7. Waiver Authority

Under extraordinary circumstances and when it is in the interest of the eligible client community, LSC, upon its own initiative or when requested, may waive provisions in these *Instructions* at its sole discretion. Waivers may be granted only for requirements that are discretionary and not mandated by statute or regulation. Waiver requests must be submitted by email to probonoinnovation@lsc.gov and must set forth the extraordinary circumstances for the request. Please see *Section VII: LSC Contacts*.

8. Freedom of Information Act

LSC may receive requests for copies of applications submitted to it. Applicants are hereby notified that the applications they submit are subject to the Freedom of Information Act. For guidance on the availability of information submitted by any Applicant, see LSC's Freedom of *Information Act* Regulation, 45 C.F.R. Part 1602. To assist LSC in making disclosure determinations, Applicants may identify sensitive information and label it "confidential."

9. Conflicts of Interest

Applicants must indicate whether the proposed project raises any actual or potential conflicts of interest for staff, management, board members, volunteers, or anyone else involved in the proposed project or its development and application. Applicants must also disclose any actual or potential conflicts or interest in connection with any proposed contracts or subgrants related to the project. See *Appendix III: Subgrant Form and Appendix IV: Contract Form*. Grantees will be required to identify and resolve actual, apparent, or potential conflicts of interest, including updating prior information, at any time that they are discovered, even after payments to third parties are provided. Generally, grantees should identify and resolve possible conflicts prior to entering into negotiations with a third-party.

B. Reporting Requirements and Performance Measures

Pro Bono Innovation Fund grantees will be required to use performance measures to assess the progress of their projects. Grantees should expect to work with LSC to finalize the expected performance measures they will use, which may include some standardized measures and surveys that are related to the LSC's key goals for the Pro Bono Innovation Fund.

If the grant is awarded, the project goals, objectives, and activities will be agreed upon by LSC and the grantee, then included as part of the grant award package. Interim payments will be made based on narrative reports showing progress toward achieving project goals and objectives. The final payment will be made after the final report and final financial report is submitted and approved for the grant closeout.

C. Payment Schedule and Continued Funding

Applicants who are selected for funding should plan for the project to have an initial grant payment in October 2016, and subsequent fixed payments scheduled for each six months of the grant term afterwards. Eighteen-month projects will have a total of 4 fixed payments each equaling 25% of the total grant award. Twenty-four month projects will have a total of 5 fixed payments each equaling 20% of the total grant award. Initial payments will be made after the grant acceptance letter and conflict of interest disclosure form(s) are returned to LSC. Following the initial payment, periodic payments will be scheduled at six month intervals contingent on sufficient progress and timely reporting. The final payment will be available upon approval of the project final report and final financial report. Please note that payments may be withheld due to insufficient progress or late reporting.

Continued funding is contingent upon satisfactory progress and compliance. For all projects, grantees must demonstrate satisfactory performance with respect to key program goals and requirements in their reports, as well as compliance with the terms and conditions of the grant in order to ensure continued funding. A decision by LSC to withhold a payment will not constitute a suspension, termination, lesser reduction of funding, or disallowed cost under the LSC regulations.

D. Third-Party Transfers of Funds: Subgrants and Contracts

LSC encourages Applicants to work with other access to justice partners on projects and realizes that for many projects grantees will need to formally contract or subgrant with third parties to accomplish the goals of the proposed project. Such partnerships, subgrants, and contracts can raise special issues and be subject to certain LSC regulations and procedures. Grantees should be familiar with these and take them into account during the design and planning of the project.

Subgrants: All Pro Bono Innovation Fund grants are subject to [45 C.F.R. Parts 1610 and 1627](#) regarding transfers and subgrants. Applicants should review [LSC Program Letter 10-3](#) for an explanation of these requirements to ensure compliance with these regulations.

The general rule under 45 C.F.R. § 1610.7(a) is that transfers/subgrants of LSC funds apply the LSC restrictions to both the LSC and non-LSC funds of the subgrantee in the same manner as they apply to the primary grantee (subject to modifications on priorities and timekeeping provided at section 1610.7(b)).

Nonetheless, section 1610.7(c) addresses transfers/subgrants that are “for the sole purpose of funding private attorney involvement activities (PAI) pursuant to 45 CFR part 1614” and provides a limited exception to the general rule. For these transfers, the LSC restrictions apply only to the subgrant funds and the LSC restrictions do not apply to the other funds of the subgrantee.

Although Pro Bono Innovation Fund grants are not eligible for allocation to a grantee's 12.5% PAI requirement under Part 1614, Pro Bono Innovation Fund subgrants may qualify for the section 1610.7(c) exception if they meet two requirements:

- 1) The subgrant is for activities that meet the substantive requirements of Part 1614.
- 2) The subgrant is for those activities only (and not for any other activities that do not meet the substantive requirements of Part 1614).

LSC recently revised 45 C.F.R Part 1614. The revised rule with a description of the enacted changes appears at <https://federalregister.gov/a/2014-24456>.

Process for Subgrant Approval: LSC requires grantees seeking to subgrant a portion of their Pro Bono Innovation Fund grants must use LSC's Basic Field Subgrant application process to obtain LSC approval prior to the subgrant's effective date. Pro Bono Innovation Fund grantees are required to submit a formal request for subgrant approval in LSC Grants with the following documents for each subgrantee:

- Draft subgrant agreement
- [Subgrant inquiry form](#)
- Subgrantee's accounting manual
- Subgrantee's most recent audited financial statement
- Subgrantee's most recent Form 990 filed with the IRS
- Evidence of the subgrantee's fidelity bond coverage
- Evidence of subgrantees's Conflicts of Interest Policy (or letter indicating that the subgrantee does not have one)
- Evidence of subgrantee's Whistleblower Policy (or letter indicating that the subgrantee does not have one)

Submission of a formal subgrant request and the documents listed above are required for all subgrantees, regardless whether the subgrantee is a current LSC-funded organization. A completed request for subgrant approval must be received by LSC at least 45 days in advance of the subgrant's effective date. More information on the subgrant application process can be found [on LSC's website](#).

Contracts: As further discussed in the *Eligible Costs* section of *Appendix I*, all of the Part 1630 requirements, including obtaining prior approvals, must be complied with. The award of a grant does not constitute a prior approval unless it specifically states otherwise. Although applicants can propose a particular third-party contractor, approval of a Pro Bono Innovation Fund application does not imply LSC approval of any specific contractor for the project; all procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition, and all third-party expenditures, regardless of cost, must be appropriately documented.

Two additional requirements for Pro Bono Innovation Fund supported contracts are:

1. **Competition in contracts for services:** When a grantee expends more than \$5,000 of a Pro Bono Innovation Fund grant on a single contract for goods provided or services to be performed by a third-party that is not otherwise subject to the LSC Property Acquisition and Management Manual, the grantee will: (a) solicit bids from a minimum of three providers; if it is necessary to award a contract on the basis of fewer than three responses or to purchase from a "Sole Source" due to technical or quality requirements, organizational or personnel expertise, knowledge of the program, the lack of dependable vendors or when there is an emergency, the reasons for this shall be documented; (b) maintain documentation for LSC review, including: the solicitation and receipt of bids or sole-source justification; the reason for selection of a contractor; senior management approval of contractor selection and any sole source justification; the terms and conditions of the agreement; and all payments, adjustments and credits; (c) provide a copy of the contract to LSC with the payment request for the period in which the contract was executed (submission of the contract and the resulting LSC payment do not constitute LSC approval of the contracting process); and (d) ensure the proper expenditure, accounting for, and audit of the contracted funds.
2. **Administrative plans:** LSC requires administrative plans for grants where significant portions of the project management are contracted out to third parties. This might occur if the project proposes a technology-based project management contract or a project management contract to a significant partner and is not intended to apply where the contracts are primarily for hardware, software, or technical development work. Applicants planning to contract project management services will be asked to work with LSC staff to submit and have approved by LSC an administrative plan that clearly outlines the grantee's duties and responsibilities for financial oversight and audits, project management, contract coordination, evaluation, and reporting. When the grantee is receiving part of the grant as a fee for this administration, the plan will detail who will exercise these duties for the grantee and how the fee was calculated.

VIII. LSC Contacts

These *Instructions* will available online at <http://grants.lsc.gov/apply-for-funding/pro-bono-innovation-fund>.

For more information or to reach a member of the Pro Bono Innovation Team, please send an email to probonoinnovation@lsc.gov. For technical questions or issues with the LSC Grants online application system, please send an email to techsupport@lsc.gov.

IX. Technical Assistance

LSC will schedule feedback calls and host a technical assistance webinar to answer questions about the funding opportunity, compliance and regulatory issues, and the overall application process; LSC strongly encourages all Applicants to participate in these sessions. LSC staff will also be available to provide feedback to applicants about their proposed projects. The schedule of webinars and calls will be posted on LSC's website and sent to LSC grantees via email.

Appendix I. Budget Instructions

The proposed budget should be sufficient to allow the Applicant to perform the activities described in the *Narrative* and provide a full explanation of costs and their purpose, justification, and the basis of Applicant's calculations. Reviewers will consider the budget information as part of their assessment of the *Cost Effectiveness and Budget Adequacy* criteria.

Applicants must submit a proposed budget that includes the proposed Pro Bono Innovation Fund's share of the project and other sources of support. Submitting complete budget information requires Applicants to do the following three steps:

1. Complete a project *Budget Detail* in the template Excel spreadsheet provided and which will populate the *Budget Form*;
2. Upload the completed Excel spreadsheet *Budget Detail* into LSC Grants; and
3. Reenter *Budget Form* data into LSC Grants.

It is important for Applicants to provide the complete and total cost of the project in the template Excel spreadsheet *Budget Detail* because it automatically calculated and populates the *Budget Form* for the project. If project-related expenses, including in-kind staff time, do not appear in the budget, reviewers will not assume those costs will be contributed as part of the project.

If an Applicant is selected for a Pro Bono Innovation Fund grant, LSC will determine the final amount of LSC funds and will negotiate the final budgets with Awardees.

A. Eligible Costs

LSC will allow costs that are directly related to the project, subject to 45 C.F.R. Part 1630, *Cost Standards and Procedures*. This includes costs for: personnel; fringe benefits; purchase or rental of computer hardware, software, and other end-user equipment; telecommunication services and related equipment; consultants and other contractual services; travel; and supplies. All costs must be reasonable and directly related to the project. *Please note that all costs for the proposed project must be captured through line items—there is no general "administrative cost" line item and indirect costs will not be approved.* In addition, all of the Part 1630 requirements must be complied with, including obtaining prior approvals required by Part 1630, the Property Management and Acquisition Manual, Part 1627, and any other LSC requirements. The award of a grant does not constitute a prior approval unless it specifically states otherwise.

B. Project Budget

Applicants are provided with a template Excel spreadsheet for their total and detailed budget information. The template is referred to as the *Budget Detail*. The *Budget Detail* template is illustrated in *Appendix I* and provided as a separate document to these *Instructions*.

The first tab of the *Budget Detail* template is called the *Budget Form* and the subsequent tabs provide the specific detailed budget information and narrative.

There are three budget categories in the *Budget Detail*: *Personnel Expenses*, *Project Expenses*, and *Third-Party Transfers*. Within these categories, there are a total of twelve budget line items available.

The *Budget Detail* also shows who is contributing to each of the twelve budget items in columns for (A) the amount requested from LSC for this grant, (B) the Applicant's contributions from other sources, (C) cash contributions from other partners, and (D) the value of in-kind contributions from other partners.² The last column, (E), provides the total of columns (A) - (D).

C. *Budget Form*

The *Budget Form* provides aggregated, total budget for the project. In the Excel *Budget Detail* template, the *Budget Form* amounts are automatically tabulated from the amounts the Applicant provides in the *Budget Detail* sheets of the Excel template. After completing the *Budget Detail*, Applicants must also manually enter the *Budget Form* information into a duplicate copy of the *Budget Form* which is in LSC Grants.

Each line of the *Budget Form* provides the total for that category. For example, in the *Budget Form*, item 2b will be the total costs for *Equipment* purchases or rental for the Applicant. If the project plans to make several different equipment purchases, the total is displayed in the *Budget Form* by pulling data from the *Budget Detail* (explained in more detail below). The *Budget Form* is the aggregate amount and the *Budget Detail* is itemized.

Below is the *Budget Form* that will be completed in the LSC Grants online application system for the project **and** on the first sheet of the completed Excel template for the *Budget Detail*:

² In Column D, please do not include the estimated value of pro bono legal assistance provided through the project to clients. Column D is intended to capture the value of any in-kind contributions to project expenses only.

Budget Form

		A	B	C	D	E
		Pro Bono Innovation Fund Share	Applicant Share	Cash Support from Other Partners	In-Kind Support from Other Partners	Total Columns A through D
1. Personnel Expenses	a. Salaries/Wages					
	b. Fringe Benefits					
	<i>Subtotal Personnel Expenses</i>					
2. Project Expenses	a. Travel					
	b. Equipment					
	c. Software					
	d. Supplies					
	e. Communication					
	f. Training					
	g. Evaluation					
	h. Other (Identify)					
	<i>Subtotal Project Expenses</i>					
3. Third-Party Transfers	a. Contract					
	b. Subgrant					
	<i>Subtotal Third-Party Transfers</i>					
TOTALS						
Percentage of Total Project						

D. Budget Detail

The *Budget Detail* sets out the itemized description, purpose, and calculation for each budget line item. The *Budget Detail* populates the budget items listed in the *Budget Form* through up to eleven sheets in the Excel template (*Tabs 2-11*). This is where Applicants detail proposed expenditures in relation to the project activities and timetable. In the *Budget Detail* tabs, Applicants are asked to fully explain each budget item, including descriptions of the item and specific costs. The budget must be reasonable for the tasks proposed, and the relationship of items in the budget to the *Project Narrative*, especially the

project goals, objectives, and activities, should be clearly defined and communicated to allow for effective evaluation of the project.

When the grant award is made, unless it is modified by agreement with LSC, the Applicant is committed to the budget submitted in the application, including contributions from the Applicant and from other partners. Please be sure that the anticipated additional resources are realistic. Grantees may need to change their budgets during the course of the project and these Pro Bono Innovation Fund budget changes may require LSC approval.

E. Description of Budget Line Items

1a. Salaries and Wages: Include the salary or wages of personnel who will staff or have responsibilities for the proposed Pro Bono Innovation Fund project at the prime applicant organization. Please indicate the share of each staff person that will be attributable to this grant, the Applicant, or another partner. Each staff person included in the budget must be described in the *Budget Detail*. Individuals or personnel from other organizations with whom the Applicant is planning to contract or subgrant will have this information listed separately in the appropriate *Contract* or *Subgrant* budget line, in the *Contract Form* or *Subgrant Form*, and in the *Subgrant Budget Forms Tabs 6 through 11 of the template Excel spreadsheet*. This requirement applies to all contracts and subgrants that will be supporting the proposed project and not only those that are funded directly by the grant.

1b. Fringe Benefits: Include cost of benefit(s) for the project staff. In the *Budget Detail*, Applicants will identify the fringe benefit rate as a percentage of the salaries to which they apply. Allowable fringe benefits typically include FICA, worker's compensation, retirement, SUTA, health and life insurance, IRA, and 401K or 403(b). If the total fringe benefit amount is over 35% of the salary subtotal line, Applicants must list the covered items separately and justify the cost in the space provided in the *Budget Detail*. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

2a. Travel: Include costs for project staff travel that is directly related to the project. Allowable costs are transportation, lodging, subsistence, and other related expenses. In the *Budget Detail Tab 3*, please provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips and project staff per trip. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless as a result of Applicant policy and justified in the description of travel items below the *Travel Budget Detail*. Only domestic travel is allowable. Applicants may include travel costs associated with participation in conferences such as LSC's TIG conference, the National Legal Aid and Defender Conference, the Pro Bono Institute's Annual Conference, and state bar conferences. In addition, LSC will host an all-day Pro Bono Innovation Fund grantee meeting on the day before the annual American Bar Association Equal Justice Conference and we ask all applicants to include funds to send their key project staff (for prime

applicant and subgrantee) to our grantee meeting and the Equal Justice Conference for each year of the grant.

2b. Equipment: Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year. In the *Budget Detail Tab 3*, if applicable, please show the unit cost and number of units you are requesting. Applicants will also be asked to provide a brief justification for the purchase or rental of the equipment under Item/Purpose below the *Equipment Budget Detail*. Applicants may be asked to provide further explanation of equipment costs that exceed 10% of the total LSC funds requested.

2c. Software: Software can include the purchase of off-the-shelf software that is directly related to the project. It can also include subscriptions, user licenses, or add-on modules for existing software necessary for the proposed Pro Bono Innovation Fund project.

2d. Supplies: Include the funds necessary for the purchase of consumable supplies and materials. In the *Budget Detail Tab 3*, Applicants should provide a list of the types of supplies that will be necessary for the project with a calculation for cost determinations.

2e. Communication: Include the costs necessary to maintain communications and connectivity for the project, and to market and promote the project to clients and volunteers. This can include web content development, use of social media, promotional materials, translation services, and advertising. It can also include data charges or plans necessary to maintain communications for the project.

2f. Training: Include the costs associated with training staff on project requirements or to enhance the skills staff need for effective project implementation. These costs can also include the expenses associated with training pro bono volunteers including materials, meeting space fees, and incidentals.

2g. Evaluation: Include costs for project evaluation activities, including additional staff time, use of evaluation consultants, purchase of instrumentation, and other costs.

2h. Other: Include and explain any other project-related costs not otherwise captured in the categories above.

3a. Contracts: Contracts can include the total costs for third-parties to provide services related to the project's operations and that are not subgrants for programmatic activities. This can include contracts to: provide software coding for new online templates, provide project management support in technology implementation efforts, conduct technical training, conduct surveys, provide graphic design or user interface services, or conduct web or software development work. Where applicable, please indicate the hourly rate for contractors. See *Section VI Award Administration Information* of these instructions for more information on eligible costs and third-party transfers of funds for more information and *Appendix IV* for a copy of the *Contract Form*.

Applicants with expenses listed under *Contracts* should list each entity or type of entity with whom Applicants propose to contract in *Budget Detail Tab 5*.

3b. Subgrants: Subgrants include costs for third parties to engage in programmatic activities that the grantee would otherwise be expected to carry out in furtherance of the project goals and activities. This can include subgrants towards third-party personnel to conduct intake, place cases, recruit and train volunteers, or develop substantive content in any format for the eligible client population or pro bono volunteers. See *Section VI Award Administration Information* of these instructions for more information on eligible costs and third-party transfers of funds and *Appendix III* for a copy of the *Subgrant Form*.

Applicants with expenses for *Subgrants* will be asked to complete and upload a *Subgrant Form* for each entity with whom Applicants seeks to subgrant funds. In the *Budget Detail* beginning on *Tab 6*, Applicants will detail the expenses that will fall under each subgrant. For each proposed subgrantee, Applicants should complete one tab beginning with *Tab 6* through *Tab 11* for up to six separate subgrantees in the *Budget Detail* provided in the template Excel spreadsheet. The subgrant information provided in these tabs will automatically pull into *Tab 5* and the *Budget Form in Tab 1*.

F. Discounts

The value of products or services must reflect the fully discounted price to the Applicant. For instance, if there is a 70% discount on computer equipment, then the value of the equipment should appear in the budget as the actual amount paid (i.e., 30% of the undiscounted price of the computer equipment).

G. Reporting on Expenditure of Funds

The Applicant should include a statement of the methods that it will adopt and the records that it will keep to track and identify the source and application of the grant funds. These methods should include separate reporting of the grant funds by line item in the annual audit and recordkeeping to track all time and costs charged to this grant separate from other funds. See [LSC's Accounting Guide for LSC Recipients](#), 2010 Edition, for guidance on financial accounting and reporting standards.

H. Prior Approval for Property Acquisition

The provisions of [45 CFR § 1630.5](#), requiring prior approval to use LSC funds to purchase any individual item or a group of related items over \$10,000 in value, apply to Pro Bono Innovation Fund grants. In order to expedite purchases after the grant award, Applicants may indicate in their *Budget Narrative* where there are anticipated purchases that will require prior approval once the grant award is made. Applicants anticipating purchases over \$10,000 should also review the procedures for requesting prior approval, which can be found in Section 3 of the [LSC Property Acquisition and Management Manual \(PAMM\)](#). For questions about this process, please contact Megan Lacchini, Deputy Director – General Compliance, LSC Office of Compliance and Enforcement, Telephone: 202.295.1506; Email: lacchinim@lsc.gov.

Appendix II. Budget Detail Instructions (Excel Template Tabs 2-11)

Once the *Budget Detail* is complete, Applicants must additionally manually enter the *Budget Form* information into a duplicate copy of the *Budget Form* which is in LSC Grants.

Below are instructions for Applicants to reference in order to accurately complete the *Budget Detail* sheets of the Excel template.

1a. Personnel: Salaries/Wages and Fringe Benefits

- i. In the table below, please provide the following detail for each project staff person at the Applicant's organization for whom the Applicant is requesting LSC Pro Bono Innovation Funds. List each individual separately with his/her name and title, annual salary, the percentage of time that will apply to the grant, the amount charged to the Pro Bono Innovation Fund, the amount charged to the Applicant's other funds, and the Other Partner(s) shares through cash or in-kind contributions. If the Applicant is planning to subgrant for personnel at another entity as part of this project, the personnel costs related to each subgrant must be detailed in a separate *Subgrant Form Tabs 5 and 6*.

	Project Personnel								
Name & Position Title	Full Annual Salary	% Time Dedicated to the Project per year	Number of months on project	Prorated project salary	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
John Smith/Project Director	60,000	100%	18	90,000	60,000	30,000	0	0	90,000
Jane Doe/Grants Manager	45,000	20%	18	13,500	13,500	0	0	0	13,500
Salary Subtotal					73,500	30,000	0	0	103,500
Fringe Benefits Rate									
Total Fringe Benefits					0	0	0	0	0
TOTAL Personnel Expenses					73,500	30,000	0	0	103,500

- ii. Please provide a brief statement of the project responsibilities of the listed staff members.
- iii. For project staff included in the *Budget Detail* and for whom LSC Pro Bono Innovation Funds are not being requested, please provide a brief explanation of the amounts included and the project responsibilities of these individuals.
- iv. Please provide a flat Fringe Benefits rate that is consistent with the overall rate in the Applicant organization. For benefit rates charged to the LSC share that exceed 35%, please provide a list of benefits included and the justification for the higher rate in the comment box.

2a. Project Expense: Travel

- i. In the table below please include costs for project staff travel that is directly related to the project. Allowable costs are transportation, lodging, subsistence, and other related expenses.

Travel						
Purpose of Travel	Calculation	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Annual State Bar Conference</i>	780 miles RT x .40/mile = \$312 Lodging \$150/night x 2 nights = \$300 Per diem \$35/day x 2 days = \$70 Conference Fee: \$300 waived	682			300	982
Total Travel		682	0	0	300	982

- ii. Please provide a brief description and justification for the travel items listed above.

2b. Project Expense: Equipment

- i. Please provide the following detail for equipment necessary for the project.

Equipment						
Item/Purpose	Calculation	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Tablets purchase</i>	3*\$500	1,000	500			1,500
Total Equipment		1,000	500	0	0	1,500

- ii. Please provide a brief description and justification for the equipment listed above.

2c. Project Expense: Software

- i. Please provide the following detail for software necessary for the project.

Software						
Item/Purpose	Calculation	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Item/Purpose goes here (insert as many lines as necessary below.) Please make sure to adjust the Total Software formula to reflect the additional lines.</i>						0
<i>Item/Purpose</i>						0
<i>Item/Purpose</i>						0
<i>Item/Purpose</i>						0
Total Software		0	0	0	0	0

- ii. Please provide a brief description and justification for the software costs listed above.

2d. Project Expense: Supplies

- i. Please provide the following detail for supplies necessary for the project.

Supplies						
Item/Purpose	Calculation	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Item/Purpose goes here (insert as many lines as necessary below.) Please make sure to adjust the Total Supplies formula to reflect the additional lines.</i>						0
<i>Item/Purpose</i>						0
<i>Item/Purpose</i>						0
<i>Item/Purpose</i>						0
Total Supplies		0	0	0	0	0

- ii. Please provide a brief description and justification for the supply costs listed above.

2e. Project Expense: Communication

- i. Please provide the following detail for communication costs necessary for the project.

Communication						
Item/Purpose	Calculation	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Purpose of Communication goes here (insert as many lines as necessary below.) Please make sure to adjust the Total Communication formula to reflect the additional lines.</i>						0
Item/Purpose						0
Item/Purpose						0
Item/Purpose						0
Total Communication		0	0	0	0	0

- ii. Please provide a brief description and justification for the communication costs listed above.

2f. Project Expense: Training

- i. Please provide the following detail for trainings related-to or required for the project or for the project staff to accomplish the goals and activities of the project.

Training						
Item/Purpose	Calculation	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Item/Purpose goes here (insert as many lines as necessary below.) Please make sure to adjust the Total Training formula to reflect the additional lines.</i>						0
Item/Purpose						0
Item/Purpose						0
Item/Purpose						0
Total Training		0	0	0	0	0

- ii. Please provide a brief description and justification for the training costs listed above.

2g. Project Expense: Evaluation

- i. Please provide a brief description and justification for evaluation expenses.

Evaluation						
Evaluation	Calculation (if applicable)	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Include ONLY Total Evaluation costs here. Do NOT itemize.</i>						0

2h. Project Expense: Other

- i. Please include and explain any other project-related costs not otherwise captured in the categories above.

Project Expense: Other						
Project Expense: Other	Calculation (if applicable)	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Include any other project related costs not otherwise captured</i>						0

3a. Third-Party Transfers: Contracts

- i. Please indicate the cost of each contract below. In the LSC Grants online application system, Applicants with expenses listed under Contracts must also complete an online Contract Form for each entity with whom Applicant seeks to contract. For costs associated with *Contracts*, please complete the *Contract Form* in the LSC Grants online application system, a copy of which can be found in *Appendix IV*.

Contracts					
Contractor	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Contractor Name/Purpose goes here (insert as many lines as necessary below.) Please make sure to adjust the Total Contracts formula to reflect the additional lines.</i>					0
<i>Contractor/Purpose</i>					0
<i>Contractor/Purpose</i>					0
<i>Contractor/Purpose</i>					0
Total Contracts	0	0	0	0	0

3b. Third-Party Transfers: Subgrants

- i. In the LSC Grants online application system, Applicants with expenses listed under Subgrants must also complete an online Subgrant Form for each entity with whom Applicant seeks to subgrant funds. Please use a separate "Subgrant Budget Form" tab to complete a budget for each subgrantee. The template Excel spreadsheet provides tabs for up to six separate subgrantees.

Subgrants					
Subgrant	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
<i>Subgrantee Organization Name from Tab 6</i>		0	0	0	0
<i>Subgrantee Organization Name from Tab 7</i>	0	0	0	0	0
<i>Subgrantee Organization Name from Tab 8</i>	0	0	0	0	0
<i>Subgrantee Organization Name from Tab 9</i>	0	0	0	0	0
<i>Subgrantee Organization Name from Tab 10</i>	0	0	0	0	0
<i>Subgrantee Organization Name from Tab 11</i>	0	0	0	0	0
Total Subgrants	0	0	0	0	0

ii. Third-Party Transfers: Subgrant Budget Form

		A	B	C	D	E
		Pro Bono Innovation Fund Share	Applicant Share	Cash Support	In-Kind Support from Other Partners	TOTAL (Columns A through D)
1. Personnel Expenses	a. Salaries/Wages					0
	b. Fringe Benefits					0
	<i>Subtotal Personnel Expenses</i>	0	0	0	0	0
2. Project Expenses	a. Travel					0
	b. Equipment					0
	c. Software					0
	d. Supplies					0
	e. Communication					0
	f. Training					0
	g. Evaluation					0
	h. Other					0
	<i>Subtotal Project Expenses</i>	0	0	0	0	0
TOTALS		0	0	0	0	0

Appendix III. Subgrant Form

Instructions

LSC requires additional information about proposed subgrants that are necessary for the proposed project. On the form below, please provide the requested information on the **subgrants** that your program plans to enter into as part of this proposed project. While LSC is primarily interested in subgrants that are directly funded by the grant, providing information on non-LSC funded subgrants, if applicable, allows reviewers to have complete information about the project and the proposed project expenses.

- Please provide one *Subgrant Form* for each subgrant being proposed in your project. **These forms should be saved as Word Documents and uploaded into LSC Grants.**
- Provide as much information as possible about the planned subgrant, including the expected subgrant amount, planned oversight activities, and the subgrantee's anticipated role and responsibilities.
- If your application is selected for funding, Applicants will be asked to submit a formal request to LSC for subgrant approval under [45 C.F.R. Part 1627](#). Please note that no part of this application or a Pro Bono Innovation Fund award constitutes a subgrant application or formal LSC approval of a subgrant pursuant to Part 1627.

1. **Pro Bono Innovation Fund Subgrant Amount**
2. **Name of Proposed Subgrantee Organization**
3. **Number of staff.**
4. **Subgrantee's total organizational budget for current fiscal year.**
5. **If the subgrant is expected to qualify as a [45 C.F.R. 1610.7\(c\)](#), exclusively PAI subgrant, do the activities of the subgrantee described in this project proposal meet the substantive requirements of LSC's current PAI rule at [45 C.F.R. 1614](#)?**
6. **Please identify your proposed methods for providing oversight in (a) assessing the quality of the work being provided by the subgrantee, and (b) ensuring the subgrantee's adherence to applicable LSC requirements.**
7. **Does this proposed subgrantee currently receive a subgrant from your organization of LSC or non-LSC funds for PAI activities? If so, please describe the current subgrant including the amounts of LSC and of non-LSC funds being subgranted.**
8. **Please disclose the nature of any actual or potential conflicts of interest that the Applicant may have with the proposed subgrantee. For example, does the**

Applicant have staff or board members who also serve as board members or staff at the proposed subgrantee or vice versa?

- 9. For proposed subgrantees who are not current LSC grantees, please provide the names and affiliations of the proposed subgrantee's Board of Directors.**

Appendix IV. Contract Form

Instructions

LSC requires additional information about proposed contracts that are necessary for the proposed project. On the form below, please provide more information on the **contracts** that your program plans to enter into as part of the proposed project. While LSC is primarily interested in contracts that are directly funded by the grant, providing information on non-LSC funded contracts, if applicable, allows reviewers to have complete information about the project and the proposed project expenses. This form is for non-subgrant contracts. If your contract is a subgrant according to [45 C.F.R. Part 1627](#), complete the separate form entitled, *Subgrant Form* in the online application system as described above.

- Please provide one form for each contract being proposed in your project. **These forms should be saved as Word Documents and uploaded into LSC Grants.**
- Provide as much information as possible about the planned contracts, including the expected contract amount, planned oversight activities, and the contractor's anticipated role and responsibilities.
- Either identify a specific third party that your organization intends to contract with or, if that entity is not yet known, indicate that the contractor will be decided later.
- Specific contractors may be proposed in this application. Please note, however, that proposing a contractor in this form does not imply LSC approval of any specific contractor for the proposed project. All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition; and all third-party expenditures, regardless of cost, must be appropriately documented. *Please refer to [45 C.F.R. Part 1630](#) and the [LSC Accounting Guide](#) for additional guidance on contractor selection.*
- Recipients will be subject to special provisions, including the selection of a contractor, when they expend more than \$5,000 of Pro Bono Innovation Fund funds on a single contract for goods provided or services to be performed by a third party. See *Section VI. Award Administration Information* in the Application Instructions above.
- **PLEASE NOTE:** If the contractor's responsibilities will include any *programmatic activities* then the contract is a subgrant and a *Subgrant Form* must be completed. Programmatic activity includes activities that involve substantive content development or client services typically handled by an LSC grantee. Grantees and potential contractors should review all the subgrant and transfer requirements, including the guidance in [LSC Program Letter 10-3 regarding programmatic activities](#). See *Section VI. Award Administration Information* in the Application Instructions above.

1. Contract Amount from Pro Bono Innovation Fund Grant.

2. Are you proposing a specific third-party contractor?

If yes, please indicate the proposed contractor.

If you are proposing a specific third-party contractor, provide an explanation of how and why the proposed contractor was identified, including the competition process. If you are not proposing a specific third-party contract, provide your plan for selecting the contractor, including the competition process.

3. Please identify your proposed methods of overseeing performance by the contractor. This includes information on what skills your program possesses to fully monitor contract performance.

4. Please disclose the nature of any actual or potential conflicts of interest that the Applicant may have with the proposed contractor. This includes relations that Applicant staff, board, or family members may have with the proposed contractor.