LSC | America's Partner for Equal Justice

LEGAL SERVICES CORPORATION

Pro Bono Innovation Fund
Project – Non-Direct Service
Full Application Guide
for 2021 Grant Funding

Issued: May 20, 2021

Application Submission Deadline

Thursday, July 1, 2021

By 11:59 P.M. Eastern Time

Submit via *GrantEase*

Table of Contents

I. About this Application Guide

This Application Guide provides invited applicants important information about the Pro Bono Innovation Fund 2021 Funding Cycle and detailed guidance on preparing and drafting your Full Application outside the GrantEase system. The Application Guide is organized in two main parts: the **Funding and Application Overview**, which contains information about the funding cycle, application, and review process, and the **Application Instructions**, which contains the detailed guidance needed to prepare and draft your Full Application.

The organization and contents of this Application Guide were developed according to the feedback we received from 2021 Pre-Application applicants. We wish to acknowledge all of those organizations that provided feedback and thank them for their help in developing a more useful and responsive Application Guide.

II. 2021 Funding Cycle Overview

A. Description 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 by improving the reach, quality, and effectiveness of the services clients receive. The Pro Bono Innovation Fund will provide grants for efforts that are:

1. Innovative *and* replicable or;
2. Replications of successful and effective pro bono models.

LSC divides Pro Bono Innovation Fund grants into three categories: (1) **Project Grants**, which focus on using pro bono volunteers to serve unmet and well-defined client needs, (2) **Sustainability Grants**, which provide continued development support for current Pro Bono Innovation Fund Project Grants; and (3) **Transformation Grants**, which build comprehensive and effective pro bono systems through new applications of existing best practices.

In 2021, the Pro Bono Innovation Fund created two sub-categories of Project grants:

- Direct services: projects focusing on the delivery of legal services to clients through the use of pro bono volunteers; and
- Non-Direct services: projects aiming to solve a challenge in your pro bono legal services delivery model with new and replicable systems.

B. 2021 Available Funds

A total of approximately $4,725,000 will be available for 2021 PBIF grant awards. Publication of this Resource Guide does not obligate LSC to award any specific number of grants or to obligate the entire amount of funding available.

C. Estimated Award Funding Amounts

There is no maximum amount for Pro Bono Innovation Fund requests. Applications may request an amount up to the total available funds. LSC expects that the amount of funds awarded for each grant will vary. LSC will not designate fixed or estimated amounts for the three different funding categories and will make grant awards across the three funding categories based on merit and quality.

D. Grant Term

LSC will fund Project grants (both Direct and Non-Direct Services) for terms of either 18- or 24-months, Sustainability Grants for 24-month terms, and Transformation grants for either 24- or 36-month terms. All applications must specify the grant term and all application materials and budgets must cover the entire grant term. LSC expects to award grants that will commence on October 1, 2021, subject to execution of all grant documents.

III. Important Application Information and Overview

A. Application Submission and Deadline

Applicants must submit their Full Applications through GrantEase, LSC's grant management system. Applications for the 2021 Pro Bono Innovation Funding cycle are due no later than **11:59 P.M. Eastern Time, Thursday, July 1, 2021**.

B. Requests for Extensions

Applicants may email requests for extensions to probonoinnovation@lsc.gov with a cc: to their corresponding PBIF Program Counsel. Requests for an extension should include details on why the extension is being sought and the date of submission you are requesting. The GrantEase system will not allow applications to be submitted after the deadline.

C. Full Application Access in GrantEase

The licensed GrantEase user at your Organization will receive an email notifying you that your 2021 Pre-Application has been accepted. This notification email will also provide you access to the Full Application. If you have not received this email before May 20, 2021, please contact PBIF Coordinator Jack Morris at morrisj@lsc.gov. You can also access the Full Application without the email link by following the instructions provided in the Training and Technical Assistance micro-module on the PBIF Full Application.

D. Overview of Full Application Sections

The Full Application is organized by Tabs in GrantEase. Each Tab contains section(s) of the application. This chart provides a brief overview of the Tabs and section(s) within each Tab. Familiarize yourself with the sections ahead of time, so you know what information to gather in preparation for your application. For detailed information and guidance on individual sections, see the Application Instructions.

Tab in *GrantEase*	**Project Information**	**Budget**	**Performance**	**Attachments**
Sections & Description	You will provide an Executive Summary of your grant proposal and choose a grant term. The Executive Summary will be used by LSC staff and our Executive Office during our review process. It will also be used by LSC's Office of Government and Public Affairs for press releases and general publicity if you are selected for funding.	The Budget will be pre-populated with the information provided in your Pre-Application. You can edit and adjust the initial Budget submitted in the Pre-Application.	This section is not used for the Full Application. If your proposal is funded, the PBIF Team will work with you to complete this section and finalize a Project Goal and Objectives. The finalized Goal and Objectives will be part of your Grant Terms and Conditions. You will report on the Goal and Objectives throughout the course of your grant.	The Attachments tab contains four separate forms that are required for the Full Application and a separate space to entitled "Attachments" where you can upload documents in support of the application. <u>Forms</u> • PBIF Project Application Form • Budget, Staffing & Leadership Form • Project Plan Form for Project and Sustainability Applications; Assessment Plan Form for Transformation Applications • Indirect Cost Form The forms contain narrative questions that will allow you to provide details on your grant proposal. Some of the questions will be pre-populated from your Pre-Application responses. You should edit all pre-populated Pre-Application responses to ensure quality and accuracy. <u>Attachments</u> Uploading documents in support of Applications
Character with spaces limit	The Executive Summary has a character limit of 1,500 characters with spaces.	Justification text boxes have a character limit of 5,000 characters with spaces.	N/A	Narrative question response boxes with 3 diagonal lines in the bottom right corner have a character limit of 5,000 characters with spaces. For the Budget, Staffing & Leadership Form the following character limits (with spaces) apply: Name – 225 characters; Title – 225 characters; Description of Role – 800 characters; and Rationale – 800 characters.

IV. How Applications are Reviewed and Chosen

A. Review and Selection Process

LSC uses a multi-stage review process to assess Pro Bono Innovation Fund Full Applications. Reviewers read, score, and assess each eligible Application. The results of the review are compiled and then used to inform LSC's internal deliberations and decisions. The following depicts a summary of the Pro Bono Innovation Fund Grant Review and Selection Process:

B. Areas of Consideration, Rating Scale, and Weighting

Areas of Consideration are the factors that reviewers use to assess the merits of an Application in the context of the goals and requirements of the Pro Bono Innovation Fund and each grant category. Reviewers are required to assess each application section based on the responses to the published Areas of Consideration. The complete list of factors our reviewers use under Areas of Consideration are located in the detailed guidance for the PBIF Application Form, the Budget, Staffing and Leadership Plan Form, and the Project Plan Form.

The following chart details the weighting for each section in the Application. The "Overall Consideration" allows reviewers to consider whole portions of the grant proposal in addition to the individual Areas of Consideration.

Project Grants

Section	%	Information *GrantEase* Forms and Information Reviewers Consider	Overall Consideration
Project Description	30	Project Information Tab PBIF Project Application Form Attachments – Uploaded Documents	Cohesive and Compelling Project Design
Project Rationale	20	PBIF Project Application Form	
Project Plan	20	Special Grant Form: Project Plan	
Budget Staffing Leadership Plan (including Budget)	30	Special Grant Form: Budget, Staffing & Leadership Plan • Chart • Budget Rationale • Staffing Rationale Budget Attachments – Uploaded Documents	Strong Organizational Capacity & Cost-Effective, Adequate Budget

Reviewers are required to support their assessment with comments and numerical scores. Reviewers decide which score best characterizes how the Application addresses the Areas of Consideration being evaluated. Reviewers cite each Application's significant strengths and weaknesses, in addition to providing an assessment that captures the quality of the overall application or its sections. The following chart details the definitions provided to reviewers to assist with their numerical scores.

Rating	Description
Extraordinary 5	The response addresses all elements of the Areas of Consideration, exceeding the requirements in almost all instances.
Superior 4	The response addresses most elements of the Areas of Consideration, exceeding requirements in some instances.
Very Good 3	The response addresses all or most elements of the Areas of Consideration satisfactorily.
Good 2	The response addresses all or most elements of the Areas of Consideration satisfactorily with some areas for improvement.
Fair 1	The response addresses most of the essential elements of the Areas of Consideration with several important areas of improvement.
Poor 0	The response fails to address essential elements of the Areas of Consideration.

C. Anticipated Announcement and Award Dates

LSC will announce the results of this competition by **Late August 2021**. Successful Applicants will receive an official notification through GrantEase that their Application was selected for an award; this email will be addressed to the licensed GrantEase user. The Pro Bono Innovation Fund Team will also provide a notification to the Executive Director of the Organization via email. This notification is not an authorization to begin grant activities. Grantees whose applications were not selected for funding will also receive notification through GrantEase and the Pro Bono Innovation Fund Team.

LSC will provide each successful Applicant with a *Grant Award* package containing the terms and conditions for the grant through GrantEase. The grant commences on the date specified in the award package after both LSC and the grantee execute all the grant documents.

V. Obligations if you are Funded

A. Special Grant Terms and Conditions

Pro Bono Innovation Fund grantees are subject to Special Grant Terms and Conditions.

B. Sustainability Grants and No-Cost Extensions for Current FY18 Grantees

Applicants who are current Pro Bono Innovation Fund FY19 grantees and who are awarded an FY21 Sustainability grant to continue their Project must complete their Project grant and spend all funds within the original grant term and before the Sustainability grant term begins. Applicants who are awarded a Sustainability grant may not request a no-cost extension on the grant for the original Project.

VI. LSC Contacts

This Resource Guide will be available online on the Pro Bono Innovation Fund website.

For more information, technical issues, or to reach a member of the Pro Bono Innovation Fund team, please send an email to probonoinnovation@lsc.gov and cc: Pro Bono Innovation Fund Coordinator Jack Morris at morrisj@lsc.gov.

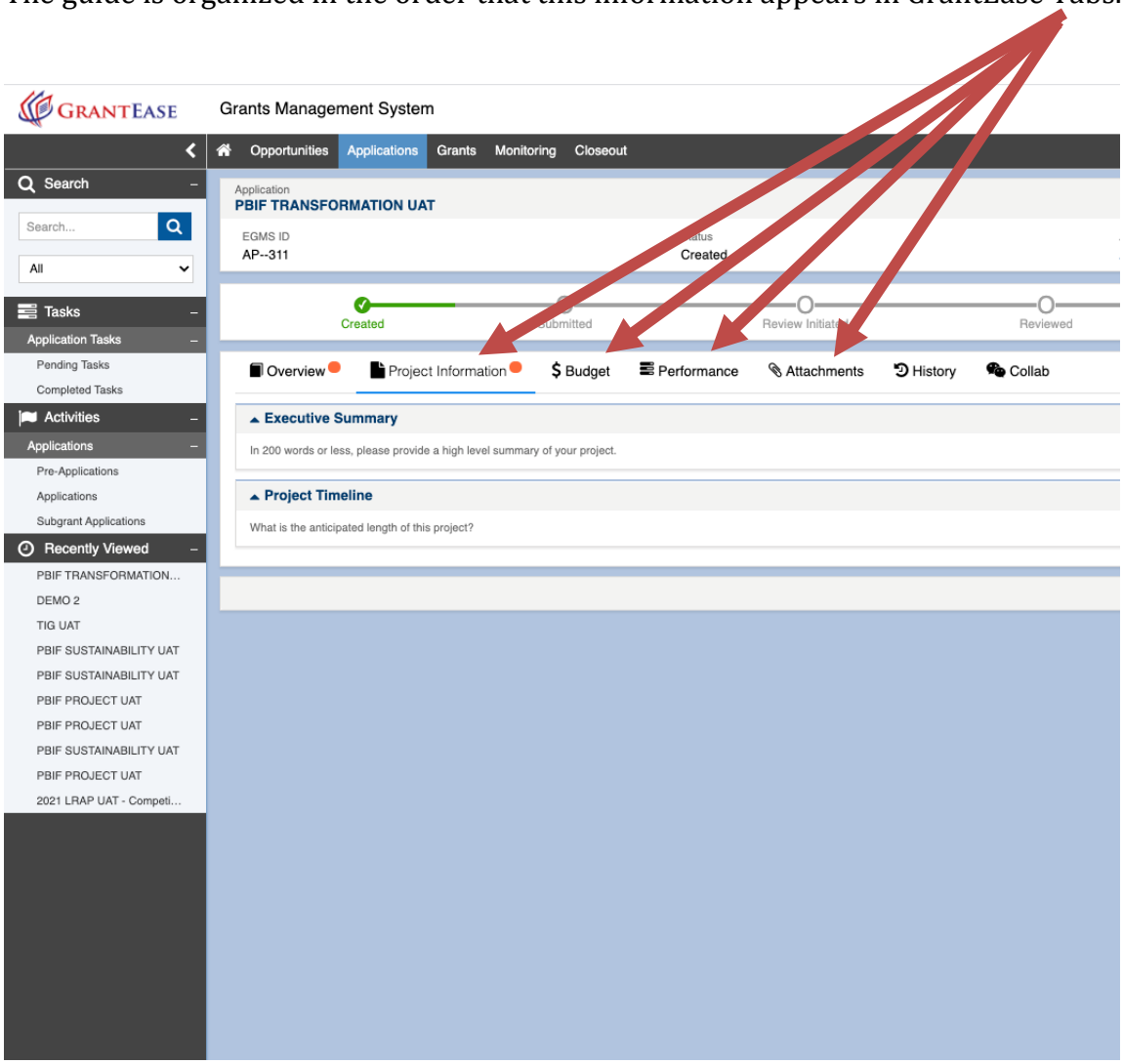
VII. Technical Assistance

LSC will offer the opportunity to schedule feedback calls to answer questions about the funding opportunity, compliance and regulatory issues, and the overall application process between May 20, 2021 and July 1, 2021. LSC *strongly* encourages all Applicants to participate in these sessions. LSC staff will also be available to provide feedback to Applicants about their grant applications on an ongoing basis until the application deadline.

Application Instructions: Detailed Guidance For Full Application Sections

These Application instructions are designed to allow both licensed GrantEase users and all others, to collaborate and develop substantive responses to each of the Full Application sections outside of the GrantEase system. It also provides PBIF-specific guidance about the Full Application, which may be helpful for licensed GrantEase users.

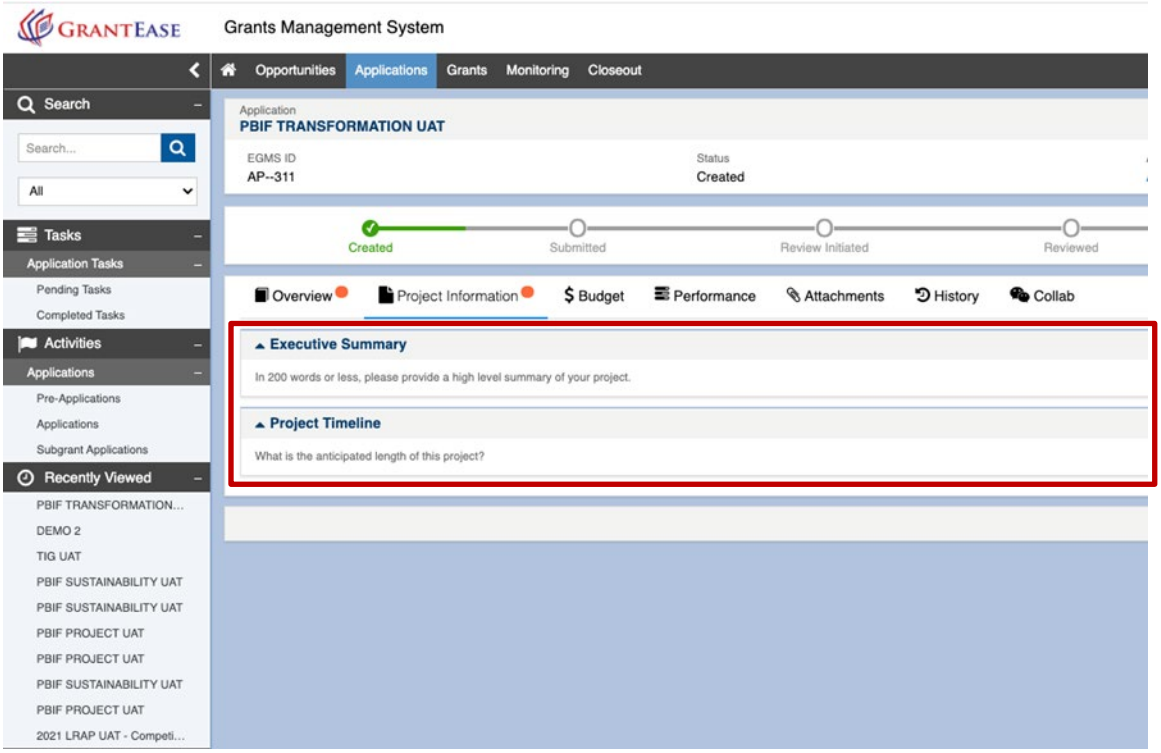
The guide is organized in the order that this information appears in GrantEase Tabs. [1]



[1] Please note that some screenshots included present only a portion of the screen, we have tried to make sure that the most relevant parts of the screen display are clear.

PROJECT INFORMATION TAB

The Project Information Tab requires you to provide an Executive Summary of your Project and choose a Project Timeline. It contains two sections: Executive Summary and Project Timeline.



Executive Summary

For the Executive Summary, please answer the following questions:

1. What specific client need will your Project address?
2. What are the volunteers going to do?
3. How many FTE's will be funded by the grant?
4. Will there be any major contracts or subgrants?

If you are selected for funding, the Executive Summary will be used by LSC's Office of Government and Public Affairs for press releases and general publicity. We recommend that your Executive Summary be concise and high-level. For example:

> "Legal Aid will address the institutional racism that obstructs pathways to success for at-risk youth. Our dual approach toward these goals is to increase the legal representation of youth to prevent school expulsion and expunge juvenile records. The Disrupting the School-to-Prison Pipeline Project seeks to engage law firms, corporations, and solo practitioners by offering training and co-counseling on a range of extended representation

cases, including administrative hearings on expulsions and petitions for juvenile expungement. Major Cost allocations include personnel (2 FTEs, project attorney, and project paralegal) and contract (consultant on technology)."

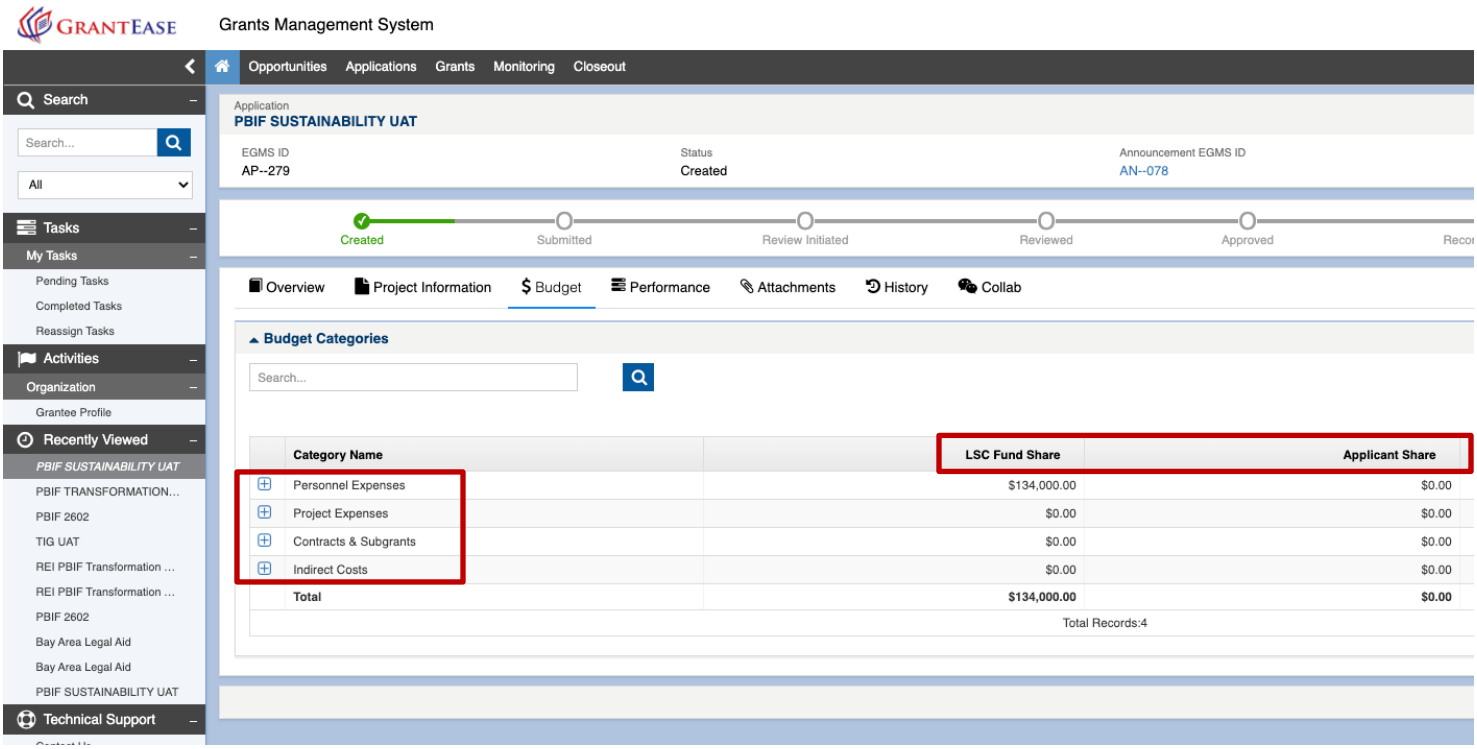
Project Timeline

For the Project Timeline, GrantEase has a drop-down menu that contains the following seven options: 3 months, 6 months, 9 months, 12 months, 18 months, 24 months, or 36 months. You should choose either an 18-month or 24-month grant term. If you choose a grant term other than 18 or 24 months, GrantEase will not let you save the page.

BUDGET TAB

The Full Application Budget will be pre-populated with the information your Organization provided in the Pre-Application Budget. Applicants may delete, change, and add new amounts in all sections of the Budget.

The Budget has the same format as in the Pre-Application.



There are four main categories of expenses: *Personnel Expenses, Project Expenses, Contracts and Subgrants; and Indirect Costs.* The total amount of each category of expense is displayed as the total of two shares: *LSC Fund Share* and *Applicant Share.*

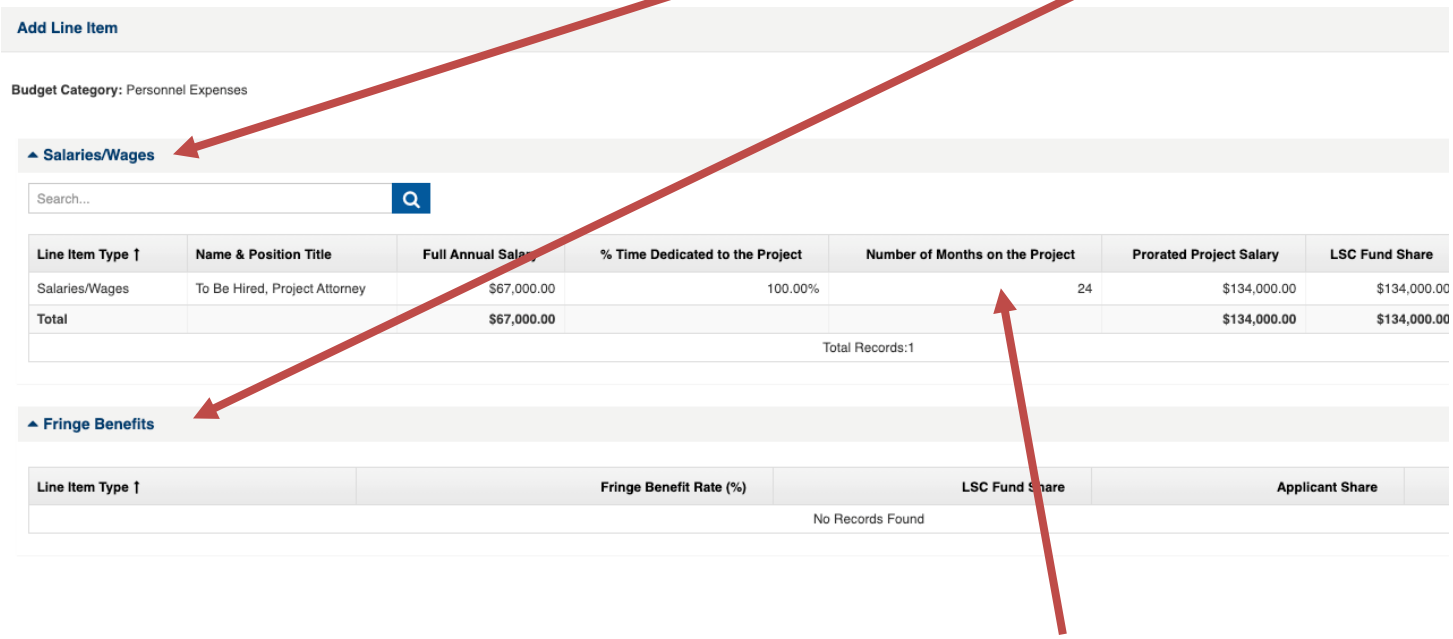
> *LSC Fund Share* is the amount you request from the Pro Bono Innovation Fund.
>
> *Applicant Share* can include the Organization's funds, in-kind donations, and funds from project partners or other stakeholders.

To assist in preparing your Budget, the Pro Bono Innovation Fund Team has created a Budget Tool. The Budget Tool is an Excel spreadsheet that is designed to allow you to work on your Budget offline and enter the information in GrantEase at a later point. The Budget Tool contains formulas that will automatically calculate amounts necessary to complete your Budget in

GrantEase. You should also use the guidance provided below, organized by Category, to prepare your Budget.

Personnel Expenses

There are two types of entries required for Personnel Expenses: Salaries/Wages and Fringe Benefits.



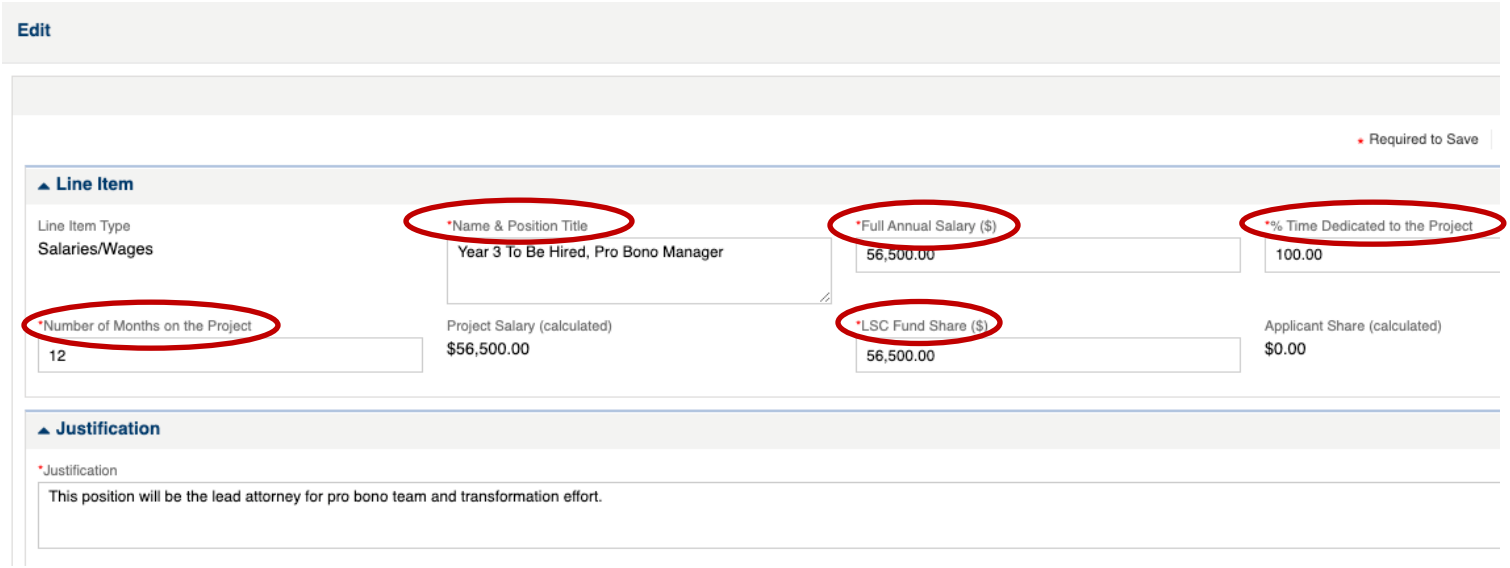
Number of Months Added to Personnel Expenses Section of Budget In the Pre-Application Budget, the Salaries/Wages section only allowed you to budget 12 months of salary for each listed position. As a result, you were asked to "workaround" this limitation by showing more than 12 months of funding where you were seeking it. The 12-month default setting has now been removed in GrantEase and a new box for "Number of Months on the Project" has been added in the Salaries/Wages line. This may require you to recreate your entires for this section of your Budget. Please make sure you fill in the number of months on the Project for each listed position and make necessary adjustments to the other fields for each position. The Budget Tool is designed to assist you with these calculations and the Training Video has specific guidance on how to edit this part of the Budget starting around minute 17:14.

Salaries/Wages

You will have to create a salary/wage entry for each person with responsibilities on the grant, regardless of whether their time is charged to the LSC Fund Share or Applicant Share.[2]

Please ensure that everyone listed in the Budget, Staffing & Leadership Plan Staffing Chart is included in your Budget, either in Salaries/Wages or in Subgrants & Contracts.

Below is a screenshot of an individual line item entry for Salaries/Wages:



You will have to fill in the information for each of the boxes circled in red. GrantEase will automatically calculate the Project Salary and Applicant Share. If you use the Budget Tool, it will help you with these calculations.

- For staff who will be contributing in-kind time on the grant and for whom Pro Bono Innovation Funds are not being requested, please list the individual with the same detail, but enter "0" for *LSC Fund Share*.

- *% Time Dedicated to the Project (FTE)*: provide the total percentage of time each individual will be allocating to the grant effort. The Budget Tool will help you calculate salary amounts if you plan to divide this total percentage between the LSC Fund Share and the Applicant Share. Please note that the Budget, Staffing & Leadership Plan Staffing Chart also asks for the

---

- [2] If you plan to subgrant or contract to a third party for personnel under the grant, the amount should be listed in the *Subgrant & Contracts* section of the Budget on either the LSC Fund Share or Applicant Share. If you are using a consultant for any aspect of the grant effort, the consultant costs must be listed in the *Subgrant & Contracts* section.

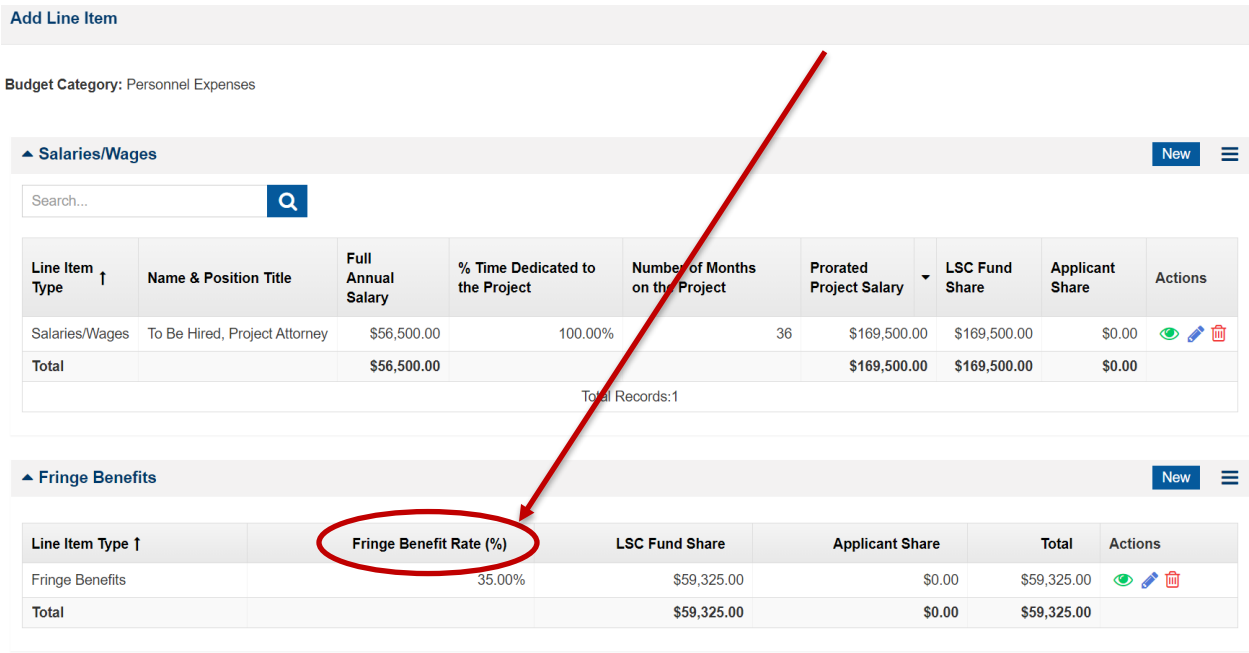
percentage of time for a listed individual. The difference is that in the Budget Tab, you can put the exact percentage, whereas in the Staffing Chart of the Budget, Staffing & Leadership Plan form you must choose from a list of fixed options (1 FTE, .75 FTE, .5 FTE, .25 FTE, less than .25 FTE). You should make sure that the two entries do not contradict each other.

- *Justification:* provide a brief statement of the grant-related responsibilities of the listed staff member. Please note that the Budget, Staffing & Leadership Plan asks for a narrative response that may be duplicative of this information. The justification in the Budget Tab may also include additional information explaining the salary calculation for the position and/or a rationale for the split between LSC Fund Share and Applicant Share.

Fringe Benefits

You will have to create one Fringe Benefits entry.

Below is a screenshot of the Fringe Benefits line-item within the Personal Category:



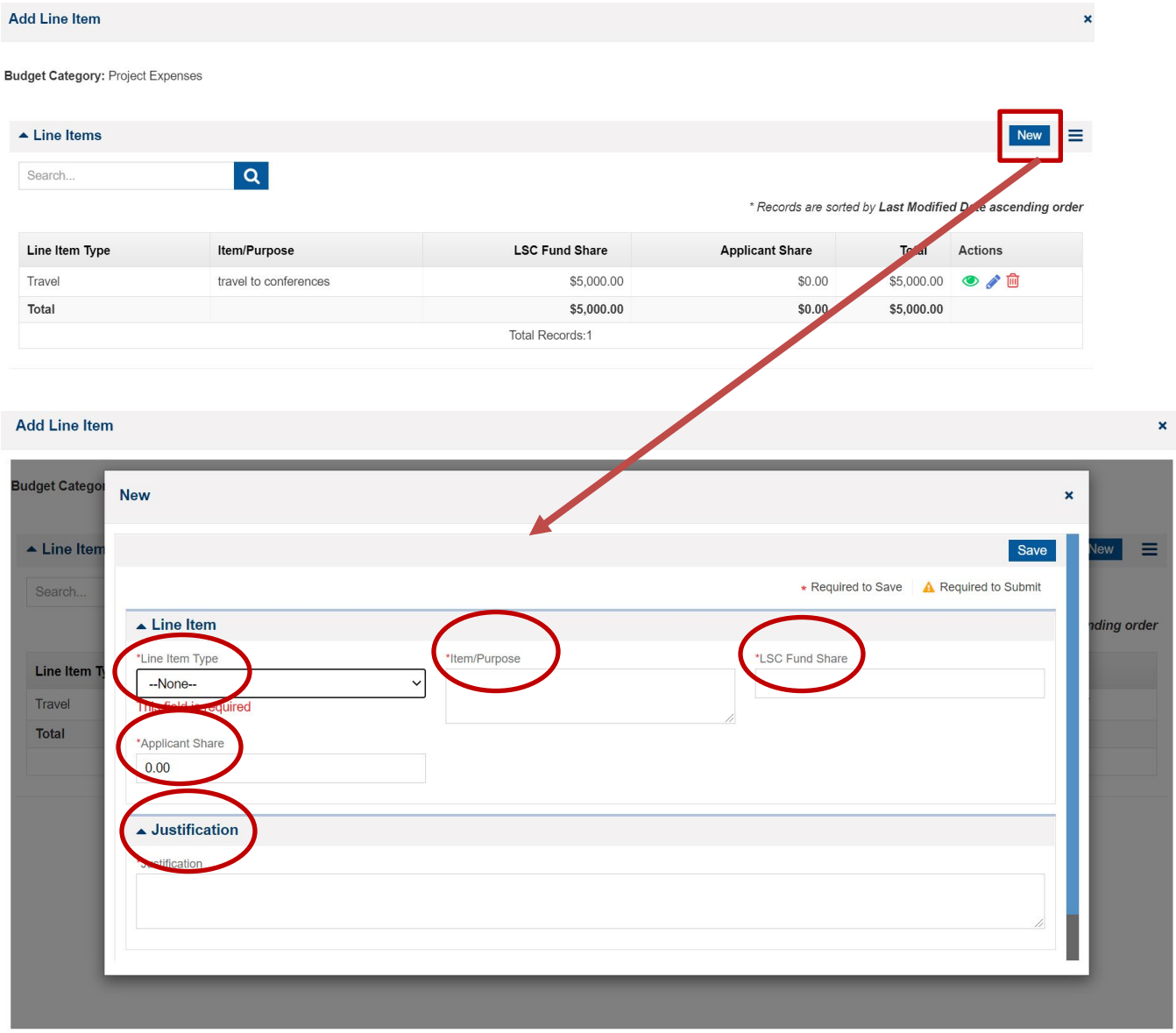
You will have to fill in the Fringe Benefit Rate as a percentage of the salaries to which it applies and Justification. GrantEase will automatically calculate the LSC Fund Share and Applicant Share. If you use the Budget Tool, it will help you with these calculations.

- *Justification*: provide a list of benefits included in your calculation. Typically, this includes FICA, worker's compensation, retirement, state unemployment tax, health and life

insurance, IRA, and 401K or 403(b). Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rate and should be calculated as part of *Salaries/Wages*.

Project Expenses

You should create an entry for each of your project expenses.



You will have to fill in the information for each of the boxes circled in red. GrantEase will automatically total the lines you fill. If you use the Budget Tool, it will help you with these calculations.

- *Item/Purpose*: provide a brief list of the calculations/formula for the expense. Some Line Item Types require specific information in this space. See the specific information below for required information.
- *Justification*: provide a brief rationale for the item(s) under the grant.

Please review specific information for each of the Line Item Types:

Travel: Include costs for staff travel that are directly related to the grant. Allowable costs include transportation, lodging, subsistence, and other related expenses.

- **You *must* include funds to send key grant staff (for both grantee and subgrantee) to LSC's Innovations in Technology Conference for each grant year**. Key staff must also attend the Pro Bono Innovation Fund Grantee meeting, which will occur during LSC's Innovations in Technology (ITC) Conference annually in January. Currently, it is anticipated the meetings will be held in-person in 2022 (Phoenix, AZ) and 2023 (TBD), but this may be subject to change.
    - Registration fees for attending conferences should not be included within Travel, but instead should be included within Training & Conferences.
- You may include funds for participation in or presentation at in-person meetings or conferences such as the Equal Justice Conference, National Legal Aid and Defender Conference, the Pro Bono Institute's Annual Conference, and state/local bar conferences. You are strongly encouraged to attend the Equal Justice Conference for each year of your grant.
- Travel costs associated with research visits and/or learning tours should also be included in this line.
- *Item/Purpose*,: 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 grant 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 Applicant policy allows. Only costs for domestic travel are allowable.

Equipment: Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year.

- *Item/Purpose*: include the unit cost and the number of units you are requesting to purchase or lease.

Software: Software may include the purchase of off-the-shelf software directly related to the grant, subscriptions, user licenses, or add-on modules for existing software necessary for the proposed Pro Bono Innovation Fund grant. It can also include data charges or plans necessary to maintain communications for the grant.

- *Item/Purpose*: include the cost and number of licenses or data plans you are requesting.

Supplies: Include the funds necessary for the purchase of consumable supplies and materials.

- *Item/Purpose*: provide a list of the types of supplies necessary for the grant with a calculation for cost determinations.

Marketing & Outreach: Include the costs necessary to market and promote efforts under the grant to clients and volunteers. These costs may include web content development, use of social media, promotional print materials, translation services, advertising, or other types of outreach expenses.

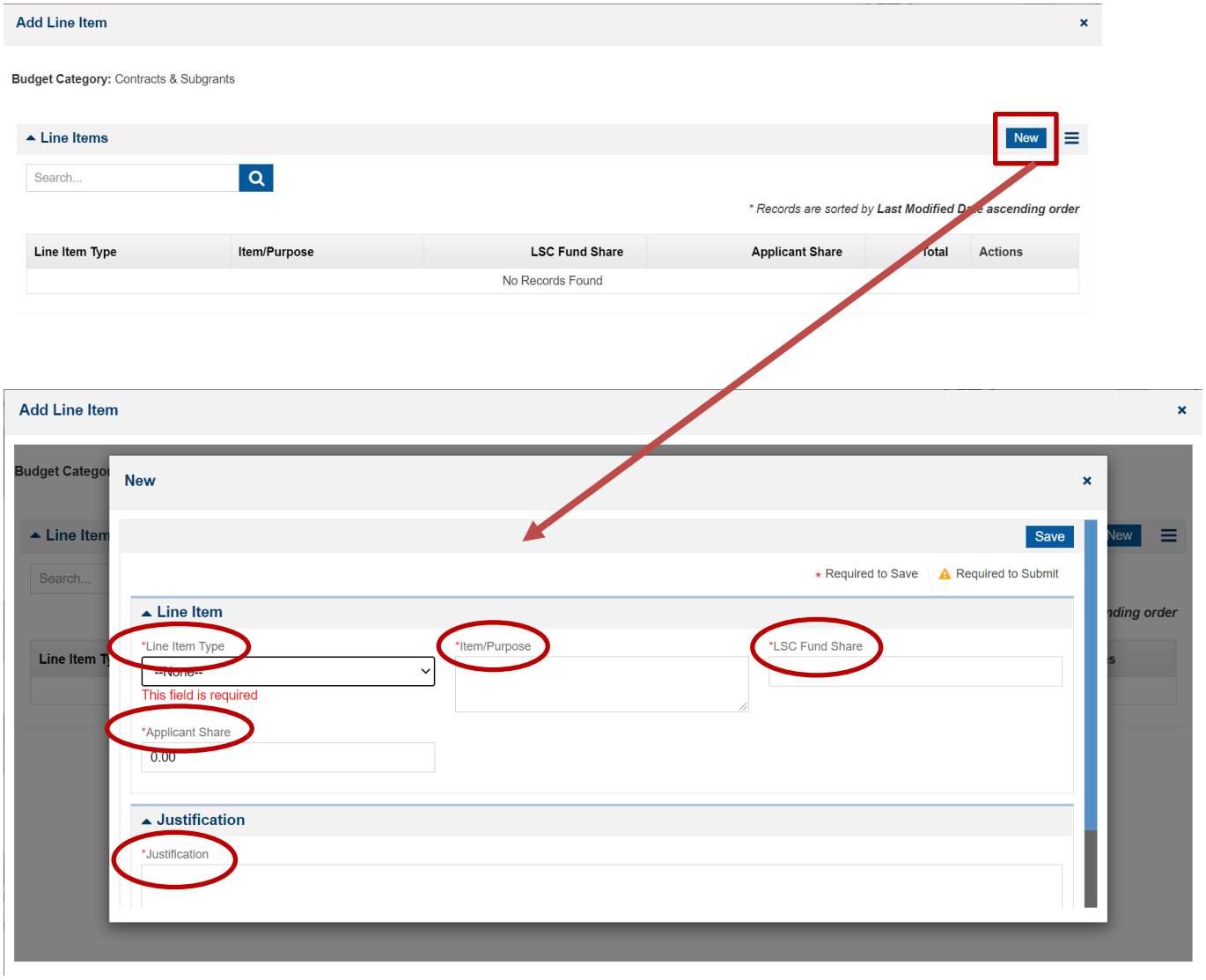
Training & Conferences: Include the costs associated with training staff on grant requirements or to enhance the skills staff need for effective grant implementation. In-person or virtual conference and meeting fees for staff should be included in this section. Training costs may also include the expenses associated with in-person or virtual trainings for pro bono volunteers, including materials, meeting space fees, and incidentals.

- **You *must* include funds for registration of key grant staff (for both grantee and subgrantee) to LSC's Innovations in Technology Conference for each grant year**.
  - Expenses associated with travel to and lodging for conferences should be included within *Travel*.
- Costs associated with food and beverages, gifts, awards, volunteer incentives and/or other marketing items should not be included in the Pro Bono Innovation Fund share. These costs can be included in the Applicant Share of the Budget using non-LSC dollars.

Other: Include and explain any other grant-related costs not otherwise captured in the other categories.

Contracts & Subgrants

You should create an entry for each of your Contracts or Subgrants.



You will have to fill in the information for each of the boxes circled in red. GrantEase will automatically total the lines you fill. If you use the Budget Tool, it will help you with these calculations.

- *Item/Purpose*: include a description of the contract or subgrant. If applicable, you should identify the vendor or subgrantee. Contracts require specific information in this space. Please reference the specific information on the following page for the required information.
- *Justification:* provide a brief rationale for the contract or subgrant.

Please review below for allowable inclusions and required information:

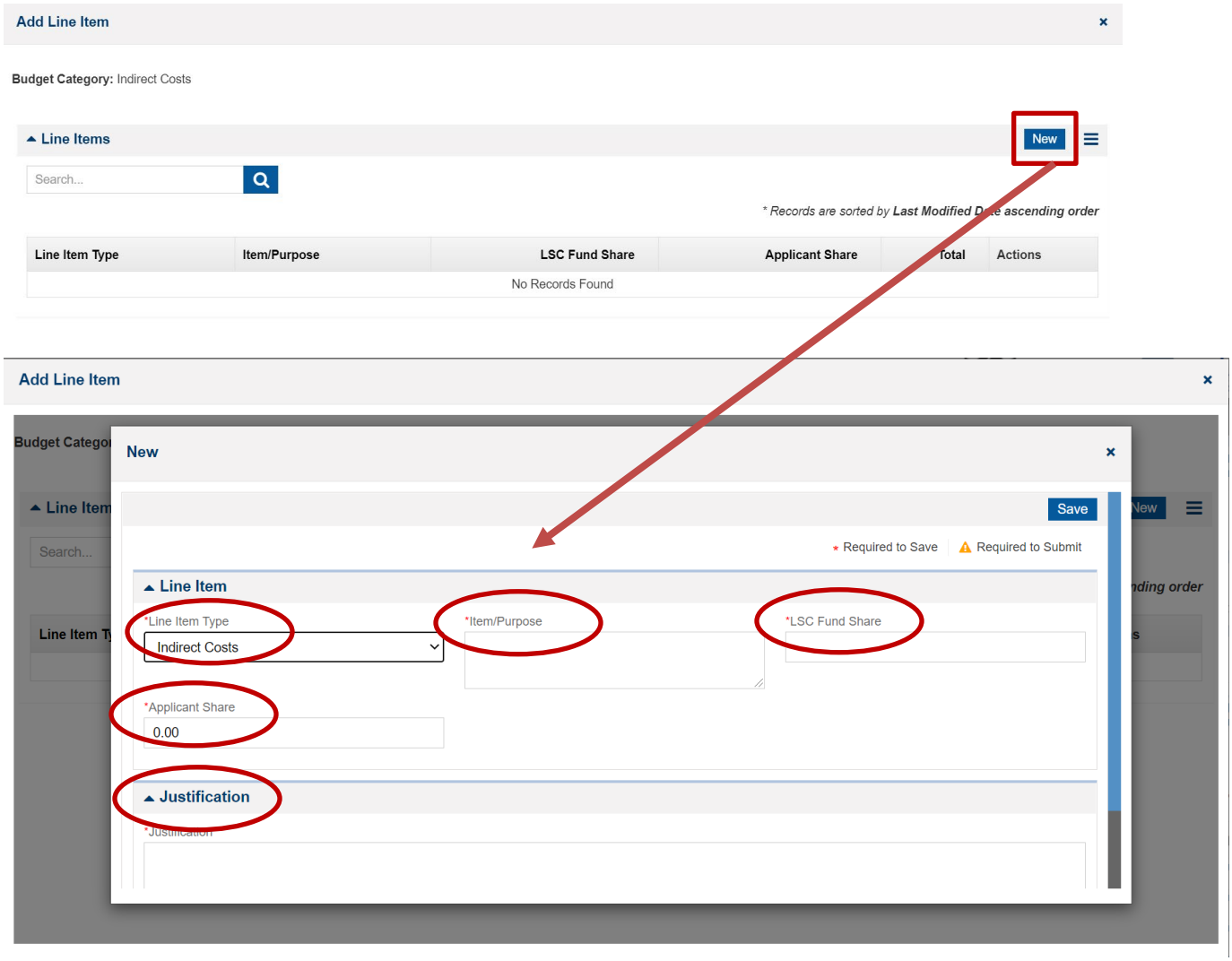
Contracts: Include the total costs for third parties to provide services related to the grant's operations that are not subgrants for programmatic activities. This may include contracts to provide software coding for new online templates, provide project management support in technology implementation efforts, conduct technical training, conduct surveys, provide graphic design or user interface services, or conduct web or software development work.

- You should list each entity or type of entity with whom you propose to contract separately.
- *Item/Purpose*: indicate the estimated total costs and hourly rate for contractors.

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 grant goals and activities. This may include subgrants to third parties to conduct intake, place cases, recruit and train volunteers, or develop substantive content in any format and present it to the eligible client population or pro bono volunteers. Applicants should determine that the proposed subgrant meets the characteristics of a subgrant specified in 45 C.F.R. § 1627.3(b).

Indirect Costs

Beginning in 2021, LSC will allow grantees to charge both direct and indirect costs to newly awarded LSC special grants. [LSC Program Letter 2021-01 Indirect Costs and Special Grants.](#) Applicants applying for or receiving special grants beginning in 2021 should follow their standard accounting practices for indirect costs and direct costs associated with special grants.



You will have to fill in the information for each of the boxes circled in red. GrantEase will automatically total the lines you fill. If you use the Budget Tool, it will help you with these calculations.

PERFORMANCE TAB

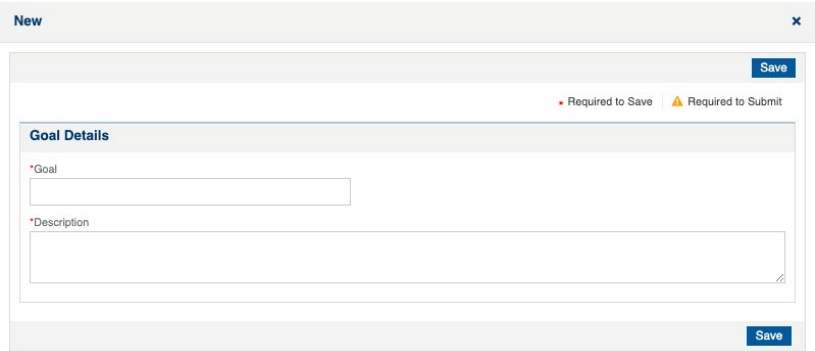
Pro Bono Innovation Fund Grantees are required to develop a Project Plan with Milestones to track progress on the grant. The Performance Tab is used to record grantee Project Plans in GrantEase.

This tab is not used or scored by reviewers as part of your Full Application and will only be used with awardees for 2021 funding. However, GrantEase requires a response in order to complete and submit the Full Application. In order to submit your Full Application, you will have to enter text in this section. Therefore, we are asking each applicant to create one Goal and one Objective as instructed below. If you are selected for funding, the Pro Bono Innovation Fund Team will work with you to complete this section at a later time.

Entering Grant Effort Goal and Objectives in GrantEase

Goal

In GrantEase, there are two boxes for a Goal:



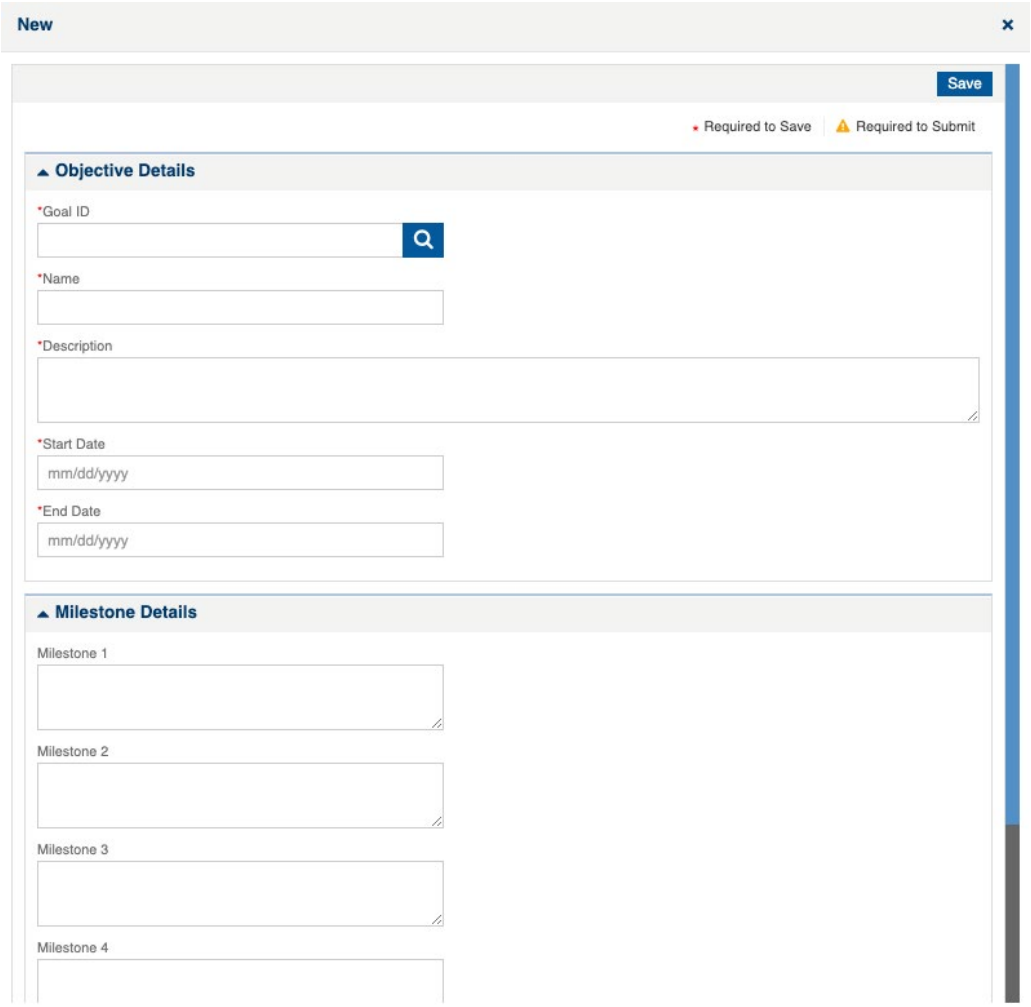
Goal: Enter "N/A"

Description: Enter "N/A"

When you click “save” the goal you added will be assigned a “Goal ID” by the System.

Objectives

In GrantEase there are five boxes to fill out for each Objective:



Goal ID: The system requires that every Objective be associated with the goal. Since there is only one goal for each grant effort, you will associate every objective entered with that Goal. In the system, this is a drop down menu in which there will be only one option.

Name: Enter "N/A"

Description: Enter "N/A"

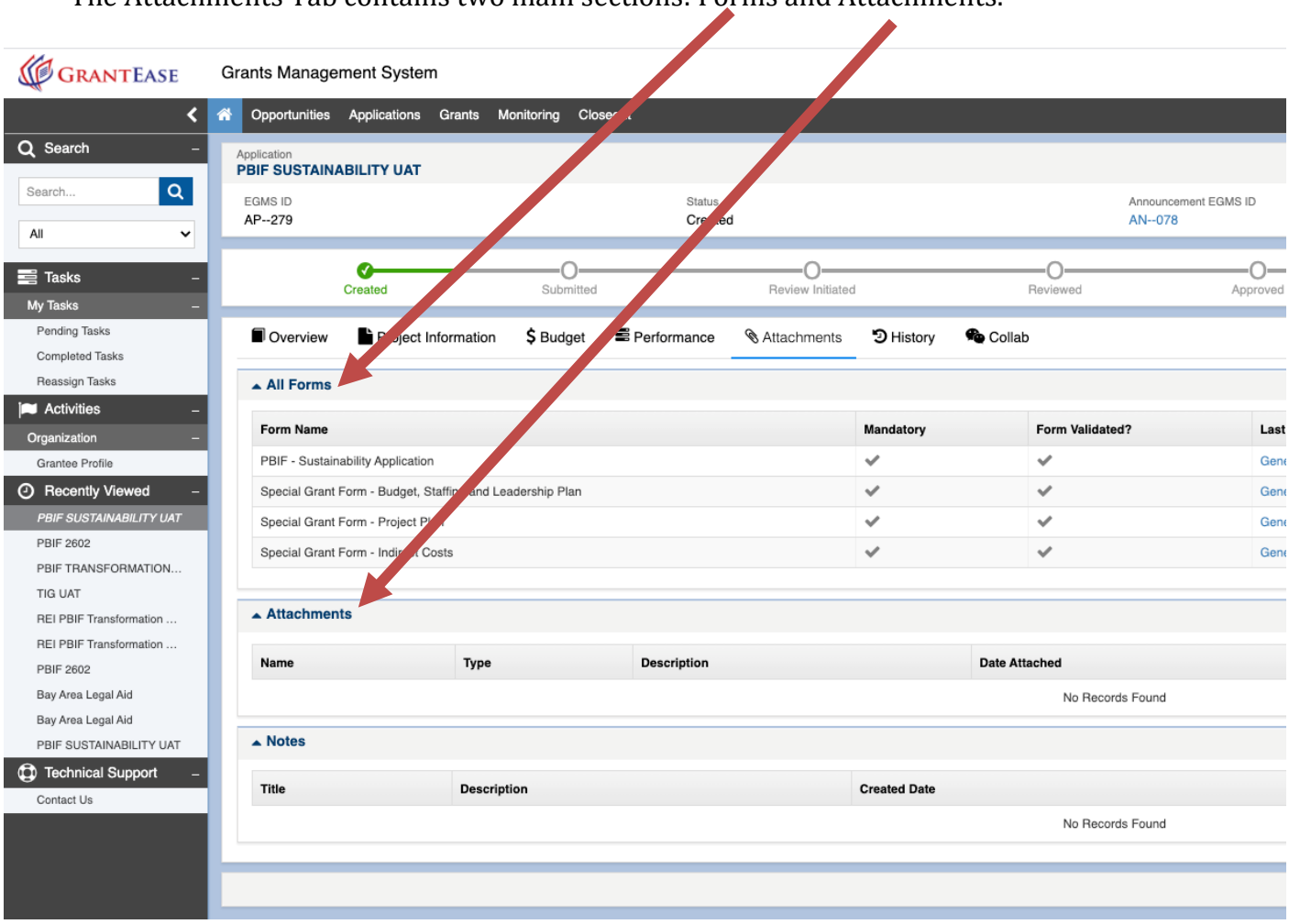
Start Date: Enter "October 1, 2021"

End Date: Enter the last date of your proposed grant term. For example, if you are selecting a 24-month project term, then enter "September 30, 2023."

Milestone Details: Leave this box blank.

ATTACHMENTS TAB

The Attachments Tab contains two main sections: Forms and Attachments.



In the Forms chart, there are four different forms that are required for the Project Application: PBIF Project Application; Special Grant Form- Budget, Staffing and Leadership Plan; Special Grant Form – Project Plan; Special Grant Form – Indirect Costs. There is detailed guidance for each of these Forms in the sections on the following pages.

In the Attachments chart, applicants are able to upload documents in support of their Application. Detailed guidance for uploads are provided below.

Forms

PBIF Project Application Form

The PBIF Project Application Form contains a portion of the narrative questions that you are required to answer in support of the Full Application. Listed below are the narrative questions and the listed Areas of Consideration that reviewers consider for each question. Your Pre-Application responses will be pre-populated for those questions that were also in the Pre-Application. You should edit and change your response to ensure quality and accuracy.

1. **Does your Project involve direct services to clients? (yes/no question)**

➔ No

1a. Please describe the issue or challenge in your pro bono efforts that this Project will address and the proposed solution.

- Does the Applicant describe the challenge(s) in the pro bono delivery system that the Project will address?
- Does the Applicant describe the impact of the challenge(s) using qualitative or quantitative data?
- Does the Applicant describe any efforts (by the Applicant or other entities) to address the challenge(s) described?
- Does the Applicant describe a thoughtfully designed solution based in modern, effective practices for legal aid pro bono?
- Does the Applicant describe how the proposed solution will address the challenge(s) described?
- Does the Applicant provide a rationale and reasonable basis for the proposed solution and why it will successfully address the challenge(s)?
- If the proposed solution involves volunteers, does the Applicant describe the role(s) and responsibilities for volunteers? If the Project utilizes different types of volunteers, does the Applicant describe a clear role for each type of volunteer?

2. **If awarded, what impact would this Project have on clients, and/or your Organization, or the broader legal community?**

- Does the Applicant describe what outputs are expected from the proposed Project? (i.e., number of clients served or attorneys recruited)
- Does the Applicant describe how the proposed Project will impact the Organization? (i.e., staffing roles and responsibilities, workflow)
- Does the Applicant describe how the proposed Project fits with and/or is supported by services provided by the broader legal or social services community?

3. **Does this proposed Project replicate an existing pro bono model?**

➔ Yes

3a. What Project are you replicating, and why?

- Does the Applicant describe why the pro bono model being replicated would be effective at their Organization?
- Did the Applicant conduct research and due diligence by speaking with other pro bono programs or Pro Bono Innovation Fund Grantees?

3b. How will you adapt and improve upon this model?

- Does the Applicant describe any adaptations or changes the Applicant proposes to make to the original model and the basis for such changes?
- Does the Applicant provide a rationale and reasonable basis for why the proposed adaptations or changes have been made?

➔ No

3a. What is new or innovative about your pro bono project?

- Does the Applicant articulate what is new or innovative about the proposed Project?
- Does the Applicant provide a rationale and reasonable basis for why the new or innovative strategy will help address the client need or challenge described in Question 1's response?
- Does the Applicant articulate how the new strategy is focused on issues in pro bono that are important and timely to the legal aid community?

4. Why is this proposed Project a current and strategic priority for your Organization?

- Does the Applicant articulate how the Project originated?
- Does the Applicant articulate how the Project correlates to a strategic plan, recent needs assessment or advocacy or litigation strategy?
- Does Applicant identify recent changes at Organization that support the proposed Project? (i.e., new management, organization-wide initiatives, changes in staff or reorganization, new strategic plan, board of directors' mandate, new technology systems, etc.)

5. How will your proposed solution improve or increase meaningful pro bono assistance for clients?

- Does the Applicant describe what outcomes are expected from the proposed Project (i.e. higher levels of service for clients, higher levels of pro bono service for the Organization, new relationships with the private bar or broader legal community or project specific outcomes).
- Does the Applicant articulate a reasonable and rationale connection between the proposed Project and expected outcomes on client services?

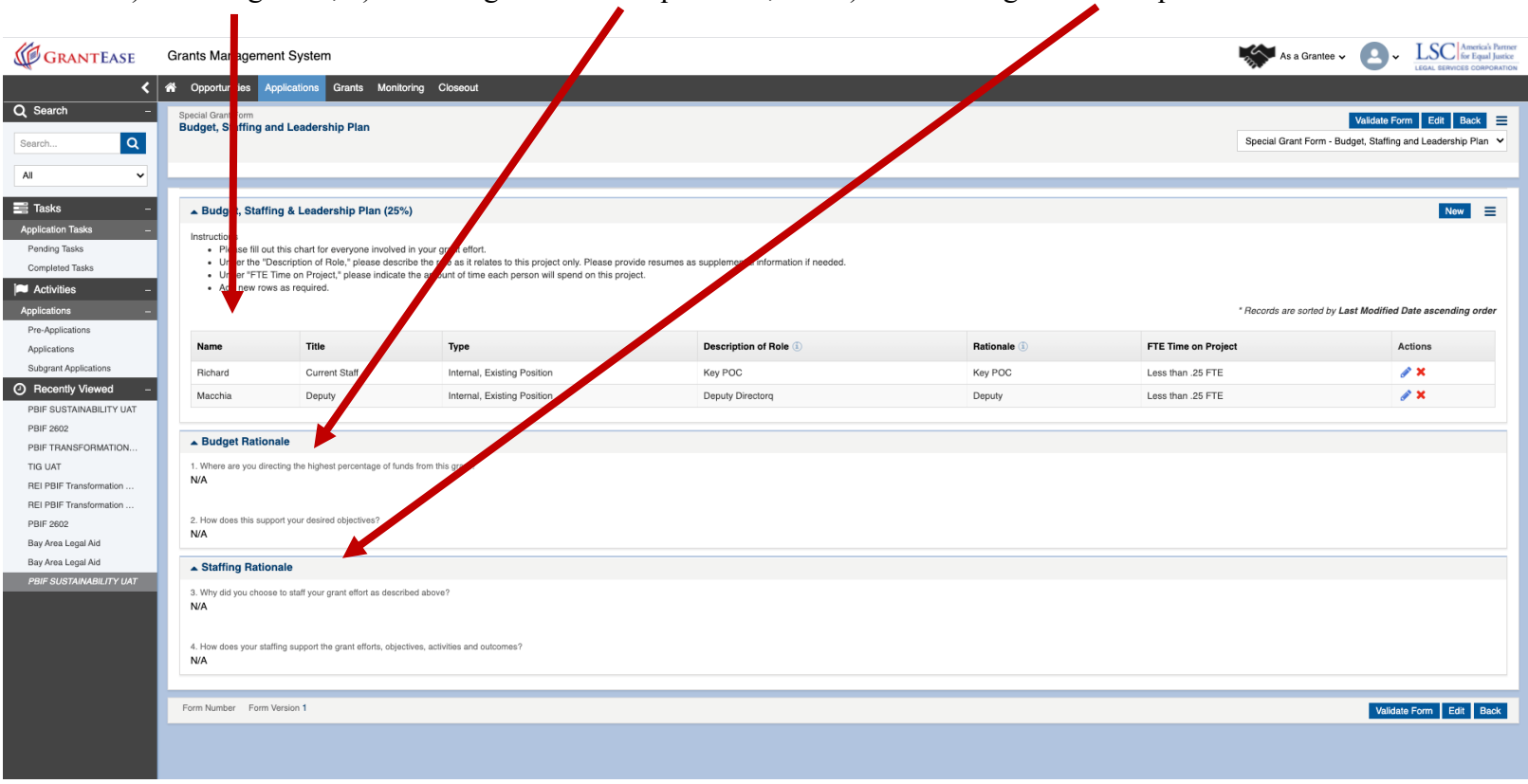
6. Why will other legal aid organization want to replicate your model or Project?

- Does the Applicant make connections between the proposed Project and issues in pro bono that are important and timely to the legal aid community?

- Does the Applicant set forth a reasonable basis to expect that the Project could be replicated and adapted in other communities, especially regarding the cost and complexity of the strategies employed in the Project?

Special Grant Form – Budget, Staffing and Leadership Plan

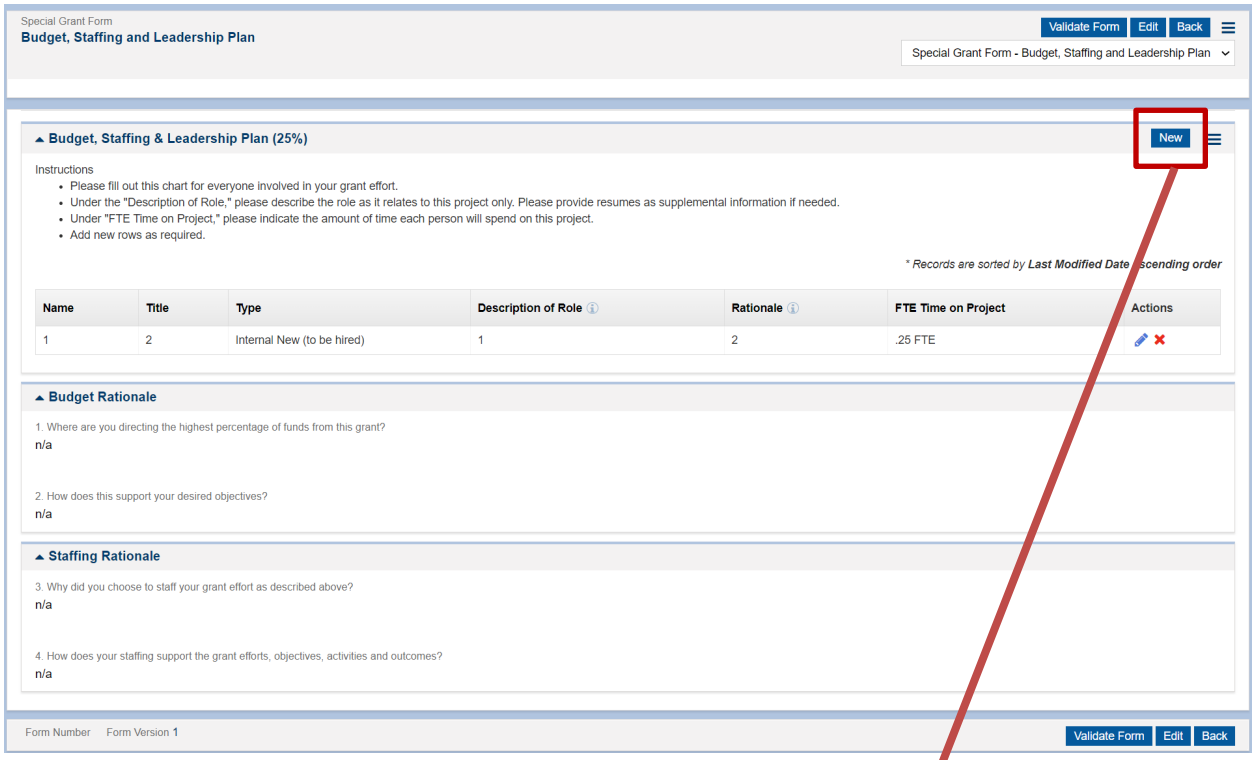
The Budget, Staffing and Leadership Plan Form has three parts:
1) a staffing chart; 2) two Budget Rationale questions; and 3) two Staffing Rationale questions..

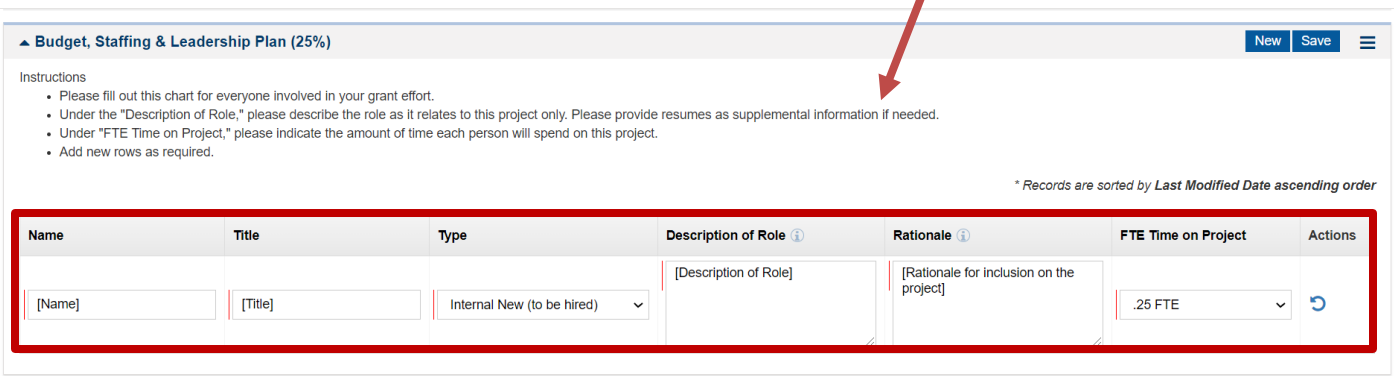


Your Pre-Application responses will be pre-populated for those questions that were also in the Pre-Application. You should edit and change your response to ensure the highest quality of submission

1. Staffing Chart

You should create a staffing chart line for each person with responsibilities on the grant,





You will have to fill in the information for each of the boxes.

Please review the below for specific guidance on each box:

Name: Provide the first and last name of each individual with key responsibilities under the grant. For new or unfilled positions, you may enter *New Position* or *Vacant Position*.

Title: Provide the job title of the individual with key responsibilities under the grant.
Type: In GrantEase, this is a drop-down with the following three options:

- *Internal, Existing Position* for current employees of the Organization;
- *Internal, New Position* for employees of the Organization who will be hired under the grant; *External* for individuals at partnering entities or Organizations;
- *External* for designating board members of the Organization or others who are not employees, for example, a law firm pro bono coordinator, court personnel and/or community organizations. It may also designate individuals who will not receive compensation or funding under the grant, or who will receive funding under the grant as a subgrantee or contractor.

Description of Role: Brief description of the individual's position and responsibilities at the Organization or partnering entity.

Rationale: Brief description of the individual's role in the Project or pro bono Transformation and why they are essential to the success of the grant.

Please note that the Budget asks for a narrative response that may be duplicative of this information. The justification in the *Budget* may also include additional information explaining the salary calculation for the position and/or a rationale for the split between LSC Fund Share and Applicant Share

FTE Time on the Project: In GrantEase, this is a drop-down with the following five options: *Less than .25 FTE; .25 FTE; .50 FTE; .75 FTE; 1 FTE*. These options are estimates of the amount of staffing dedicated to the grant. For purposes of this question, if an existing staff attorney will be spending 75% of her time on the grant with 50% charged to the PBIF grant and 25% charged to other funding sources, the Applicant would select *.75 FTE* for that individual in the drop-down.

Please note that the Budget also asks for the percentage of time for individuals. The difference is that in the Budget, you can put the exact percentage and, in the Budget, Staffing and Leadership Plan Staffing Chart you must choose from a list of fixed options. You should make sure that the two entries do not contradict each other.

2. Budget Rationale

Below are the two narrative questions related to the Budget.

1. **Where are you directing the highest percentage of funds from this grant?**

2. **How does this support your desired objectives?**

Below is the list for Areas of Consideration that reviewers weigh in relation to the Budget and Budget Rational responses:

- Does the Applicant clearly describe what the grant will fund, where the highest percentage of the grant will be directed, and justification for the expenditures.

- Does the response align with the Budget or does it obscure how expenses are being prioritized?
- Does the Applicant submit a budget that is understandable and free from mathematical errors?
- Does the Applicant propose a reasonable and justifiable budget that supports the proposed objectives and activities described in the Project Plan Form?
- Does the Applicant provide clear detail and adequate budget narrative that demonstrates the relationship of budgeted item to proposed activities?
- Are the proposed allocations consistent with Applicant's Staffing and Leadership Plan?
- Are grant dollars being directed towards expenses that are consistent with the goals of the Pro Bono Innovation Fund?

3. Staffing Rationale

Below are the two narrative questions related to the Staffing, use the narrative responses to add more to the information that you have already provided in the Staffing Chart.

1. **Why did you choose to staff your grant effort as described above?**

2. **How does your staffing support the grant efforts objectives, activities, and outcomes?**

Listed below are the Areas of Consideration that reviewers consider in relation to the Staffing Chart and Staffing Rational responses:

- Does the Applicant clearly describe the role(s) and responsibility(ies) of each position and/or staff member?
- Does the Applicant present 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
- Did the Applicant attach position descriptions for staff that specify the level of experience expected and position responsibilities?
- Does the Applicant demonstrate how the Project is supported by substantive expertise?
- Does the Applicant demonstrate senior management's level of involvement in the design or implementation of the Project?
- Does the Applicant demonstrate how the Project is integrated with the Organization's existing pro bono program and advocacy structure?
- Does the Applicant and/or supporting documentation demonstrate that the Project has support from the volunteer and legal community outside the Organization?
- For proposed subgrantees and/or contractors, does the Applicant clearly describe the role, activities, and qualification of each that is supportive of the project objectives and activities described in the Project Plan Form?
- Does the Applicant demonstrate the relationship of staffing to the project objectives and activities described in the Project Plan Form?

- Does the staffing support the project objectives, activities and evaluation described in the Project Plan Form?

Special Grant Form – Project Plan

The Project Plan Form contains a portion of the narrative questions required to be answered in support of the Full Application. Listed below are the narrative questions and the Areas of Consideration that reviewers consider.

1. **State the Project's objectives.**

   - Are the objectives written in clear, compelling, and measurable terms?
   - Do the project objectives demonstrate how the Project will be accomplished?
   - Do the project objectives correlate to the project description in the PBIF Project Application Form responses?
   - Do the project objectives correlate to the short and long term impact of the Project described in the PBIF Project Application Form responses?
   - Are the project objectives realistic and ambitious?

2. **State the project activities that are designed to help you achieve your objectives.**

   - Do the activities demonstrate how the objectives will be accomplished?
   - Do the activities demonstrate how the Project will be staged and developed during the grant term?
   - Are the activities supported by the Budget and the Budget, Staffing & Leadership Plan?
   - Do the activities correlate to the short and long term impact of the Project described in PBIF Project Application Form responses?

3. **Based on current assumptions at the time this application is submitted, what outcomes will you accomplish during the grant period?**

   - Are the outcomes and outputs written in clear, compelling and measurable terms?
   - Do the outcomes and outputs include numerical targets that are realistic and ambitious?
   - Do the outcomes and outputs correlate to the project objectives and PBIF Project Application Form responses?
   - Do the outcomes align with the key goals of the Pro Bono Innovation Fund?
   - Does the Applicant make distinctions between the outcomes and outputs of the proposed Project?

4. **Identify the evaluation methods and data you will use to assess the proposed Project's impact, success, and challenges.**

   - Does the Applicant describe a thoughtful description of how they plan to evaluate the Project?

- Does the Applicant identify sophisticated outcome measures, evaluation methods and data sets that will be used to assess and demonstrate the Project's achievements?
- Does the Applicant demonstrate a connection between project activities and meaningful outcomes?
- Does the Applicant describe a thoughtful evaluation plan to ensure the needed data are obtained and compiled over the grant period?
- Does the Applicant demonstrate the Organization has capacity for quality project evaluation?
- Does the Applicant describe a rigorous evaluation that will measure the effectiveness of the proposed Project?
- How is the Applicant ensuring the rigor of the proposed evaluation (i.e., internal evaluation expertise or outside consultants)
- Is the evaluation supported by the proposed Budget, Staffing & Leadership Plan?

Special Grant Form – Indirect Costs

The Indirect Costs Form will be reviewed by the Office of Compliance and Enforcement and is not scored.

1. Do you propose using a Negotiated Indirect Cost Rate Agreement (NICRA) established with a federal cognizant agency?

→ Yes

1.1. If yes, is this consistent with your Cost Allocation Methodology?

→ Yes

No Further Questions

→ No

1.1.1 If not consistent with your methodology provide a narrative explaining this inconsistency

→ No

No Further Questions

2. Do you propose a De Minimus indirect rate?

→ Yes

2.1 If yes, is this consistent with your Cost Allocation Methodology?

→ Yes

No Further Questions

→ No

1.1.1 If not consistent with your methodology provide a narrative explaining this inconsistency

→ No

No Further Questions

3. Are you following your established practice for charging indirect costs as described in your Cost Allocation policy? For example, did you propose any costs as direct charge that are included in your Cost Allocation policy as an indirect cost?

→ Yes

No Further Questions

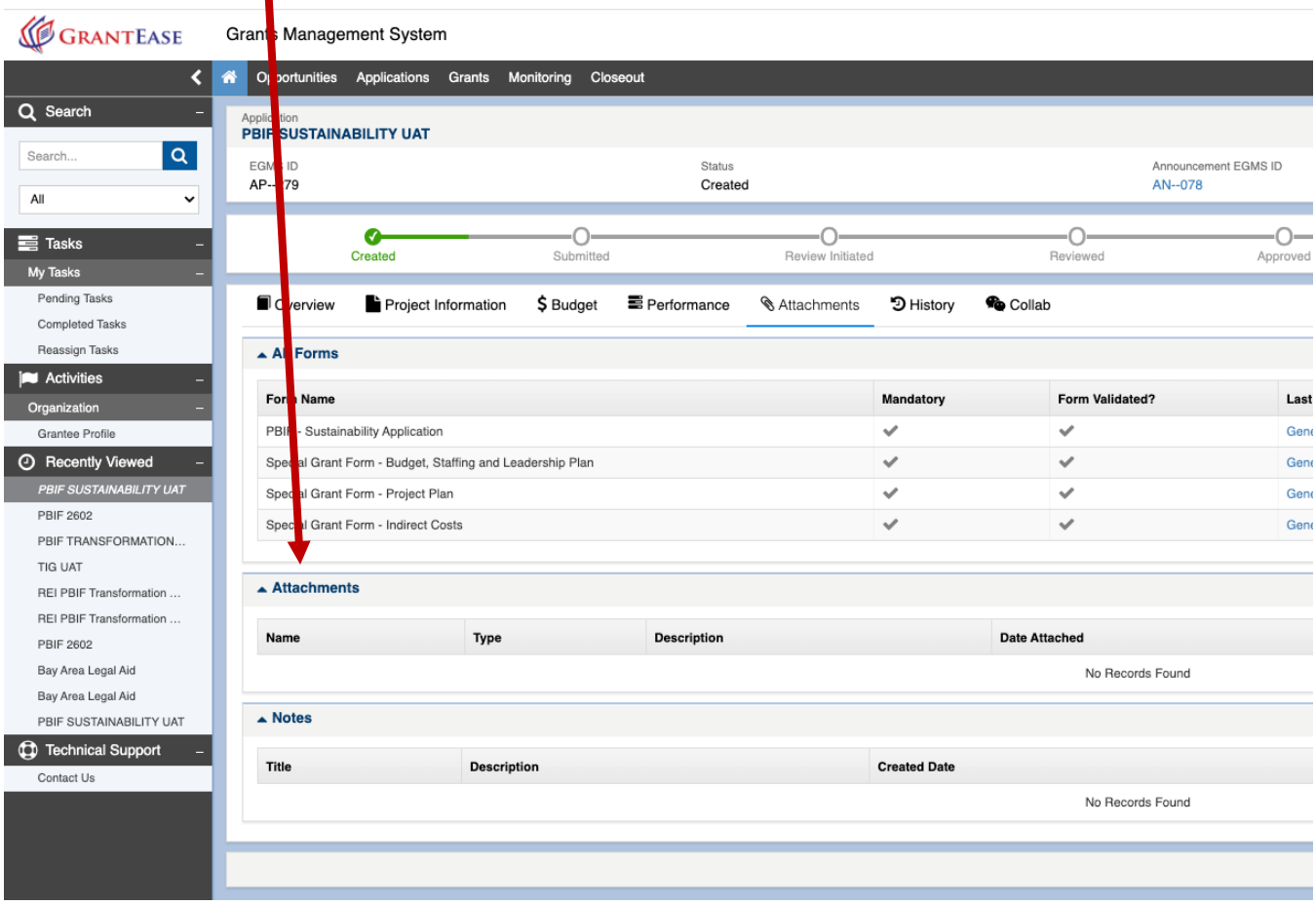
→ No

3.1 If no, explain why you deviated from your Cost Allocation policy and also provide an explanation of the allocation methodology.

Attachments

Attachments

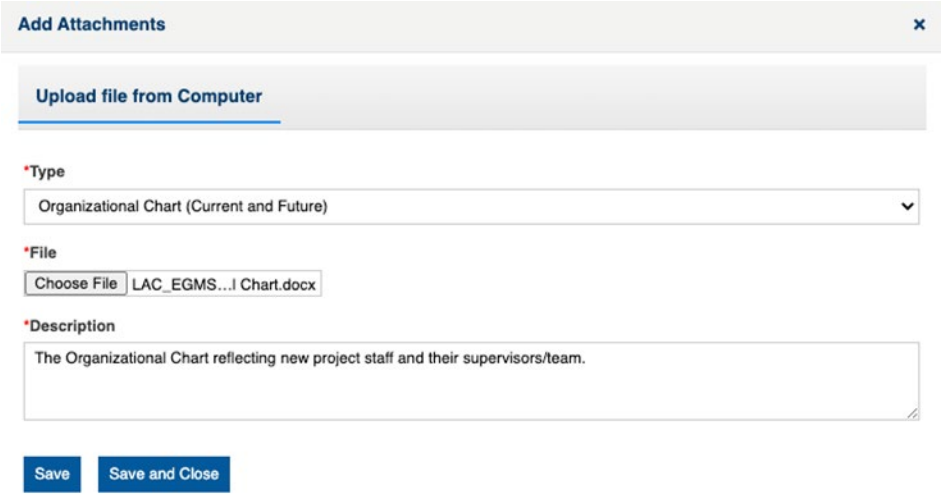
In the Attachments Chart, you may upload up to 50 total pages of documentation to support the project proposal.



Supporting documentation can include but are not limited to: Resumes of Key Staff; Position Description for any proposed New Project Position; Letters of Commitment to the Project from all key partners whose participation is necessary for project completion; maps of office locations and counties discussed in the proposal, relevant data, and statistical information; Letters of Support from other justice community stakeholders; information on past projects; and credentials of partners and other entities involved in the Project.

Please address all letters of support or commitment to: Ronald S. Flagg, President, Legal Services Corporation**.** Please do not mail any original, hard-copy letters separately to LSC. Letters and other supporting documentation that are not submitted through GrantEase by the application deadline will not be considered as part of the application submission.

To upload a document, the system requires you to enter certain information:



Type: This is a drop-down menus that has the following options: Organizational Chart (Current & Future); Resumes of Existing Staff; Position Descriptions (FEWs or partial – Current and New); Letters of Support; Letters of Commitment (MOUs or similar documents); Other.

Name: The Name that appears in the Attachment Chart is the name of the file as it is uploaded, so make sure to name your file appropriately. Please use the following naming convention for your documents:

[Grantee name]_[EGMS ID]_type of document

Description: Please enter a short and concise description of the document.