

**Pro Bono Innovation Fund
Application Instructions
for 2018 Grant Funding**

Issued: March 5, 2018

Application Submission Deadline

Monday, April 23, 2018

By 11:59 P.M. Eastern Time

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

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I. Funding Opportunity Description

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 provide grants for efforts 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) Seek to replicate successful and effective pro bono models.

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

II. Award Information

A. Available Funds

The availability of funds for Pro Bono Innovation Fund grants for FY 2018 depends on the amount Congress appropriates for these grants in FY 2018. LSC anticipates that we will have approximately \$3.8 million available for Pro Bono Innovation grants for FY 2018, but Congress has not acted on final funding.

Pro Bono Innovation Fund grant decisions for FY 2018 will be made in the summer of 2018. LSC anticipates knowing the total amount available for Pro Bono Innovation Fund grants before August and will communicate this information to all Applicants as soon as LSC receives our final appropriation for the full fiscal year.

B. Estimated Award Funding Amounts

There is no maximum amount for Pro Bono Innovation Fund requests that are within the total funding available. The average grant amount for FY 2014-2017 is \$264,904. In 2017, the average awards for the Project, Sustainability, and Transformation Grants were \$308,345.80, \$171,807.60, and \$260,847.00, respectively. 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.

C. Grant Term

LSC will fund grants for either 18- or 24-month grant terms for Project Grants and 24-month grant terms for Sustainability and Transformation Grants. 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 in October 2018, subject to execution of all grant documents.

D. Funding Instrument

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

III. 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 \(2008 Edition, as amended 2018\)](#), with any amendments to the foregoing adopted before or during the period of the grant.

Pro Bono Innovation Fund grants are subject to additional grant terms and conditions, which LSC will base on the *Pro Bono Innovation Fund Grant Terms and Conditions for 2018* available on the LSC website.

B. Eligible Applicants

To be eligible for the Pro Bono Innovation Fund's Project, Sustainability, and Transformation grants, Applicants must be current grantees of LSC Basic Field-General, Basic Field-Migrant, or Basic Field-Native American grants. Sustainability Grant Applicants must also be a former or current Pro Bono Innovation Fund grantee from the FY15 or FY16 grant making cycle.

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.

IV. Application and Submission Information

A. *Submission in LSC Grants Online System*

Applicants must submit applications electronically via [the LSC Grants online 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 mid-March 2018. It will be accessible through the homepage after Applicants log into the system.

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, please copy Sandhya K. Kidd, kidds@lsc.gov, on any correspondence.

B. *Application Deadline in LSC Grants Online System*

Applications for the 2018 Pro Bono Innovation Fund grant program are due no later than **11:59 P.M. Eastern Time, Monday, April 23, 2018**, in the LSC Grants online system.

C. *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 and Sandhya K. Kidd, kidds@lsc.gov **prior** to the applicable deadline, explaining the circumstances that caused the delay. Communication with other LSC staff, including assigned Program Liaisons, is not a substitute for sending an explanatory email to probonoinnovation@lsc.gov and kidds@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.

D. *Required Application Components*

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

1. Pro Bono Innovation Fund Application Form
2. Narrative: Uploaded document
3. Budget Form
4. Budget Detail: Uploaded Excel spreadsheet (see Appendix VI)
5. Subgrant Form(s): Uploaded document (see Appendix VII)
6. Contract Form(s), Uploaded document (see Appendix VIII)
7. Resumes of Key Staff, Position Description for Proposed New Position(s), Organizational Chart that clearly identifies Key Staff with Pro Bono Responsibilities (*For Transformation Grants only*): Uploaded documents
8. Supporting Documentation: Uploaded documents

E. Narrative Questions and Reviewer Guidance

Applicants for Pro Bono Innovation Fund grants must provide a *Narrative* that responds to questions about the criteria for each grant category. Please be sure to answer all questions completely. Applicants who fail to answer a question completely may be subject to scoring penalties. The application *Narrative* will be submitted to LSC as a single document in the Applicant's LSC Grants online application.

The questions for Project Grant narratives and the guidance provided to application reviewers about Project Grant criteria can be found at *Appendix II: Project Grant Questions and Reviewer Rating Criteria*; the questions for Sustainability Grant narratives and guidance provided to reviewers about Sustainability Grant criteria can be found at *Appendix III: Sustainability Grant Questions and Reviewer Rating Criteria*; and the questions for Transformation Grant narratives and guidance provided to reviewers about Transformation Grant criteria can be found at *Appendix IV: Transformation Grant Questions and Reviewer Rating Criteria*.

F. Page Limits and Formatting Requirements for Narrative

The total page limit for the *Narrative* portion of the Project and Sustainability application 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.

Applicants for Transformation Grants may submit a longer *Narrative*. The total page limit for the *Narrative* portion of a Transformation Grant application is 30 double-spaced pages with one inch margins, using Times New Roman 12-point font, which approximates 15,000 words or 68,000 characters not including spaces in a standard word processing document.

All pages in the *Narrative* must be numbered. The *Narrative* page limits above do not include the *Budget Form*, *Budget Detail*, and *Appendices*. In the application *Narrative*, please include the question number and underlined question heading only. Please see preferred formatting templates for [Project Grants](#), [Sustainability Grants](#), and [Transformation Grants](#). Applicants who do not follow the above formatting requirements for the *Narrative* submission may be subject to scoring penalties.

G. Application Appendices and Supporting Documentation

In addition to the *Narrative*, Applicants must submit the following appendices through LSC Grants online system:

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

- *Transformation Grant Applicants only*: An organizational chart that clearly identifies Key Staff with Pro Bono Responsibilities.

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 address all letters of support or commitment to: James J. Sandman, President, Legal Services Corporation, and submit them in the LSC Grants online system. Please do not send these letters separately to LSC. Letters and other supporting documentation that are not submitted in the LSC Grants online system by the application deadline will not be considered as part of the application submission.

H. Multiple Applications; One Project per Application

Upon invitation by LSC, Applicants may submit separate applications for multiple Pro Bono Innovation Fund grants and/or categories. Each separate application must contain complete information and not rely upon information contained in other applications.

V. Review and Selection Process

A. Review and Selection Process

LSC uses a multi-stage review process to review and assess Pro Bono Innovation Fund applications. Reviewers read, assess, score, discuss, and provide feedback on each eligible application. The results of the review are compiled and analyzed, and used to inform LSC's subsequent decision making process. The following depicts a summary of the Pro Bono Innovation Fund Grant Review and Selection Process.

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.



1. Eligibility Review

LSC reviews applications to determine compliance with eligibility and submission requirements. The eligibility review does not include reading the entire application.



2. Expert and Programmatic Review

External experts and internal reviewers (LSC staff) assess applications based on selection factors stated in these *Instructions*. Experts are screened for conflicts and recruited based on demonstrated expertise in pro bono, innovation, nonprofit management, and legal services delivery systems.



Transformation Grants Only: Executive Director Interview

LSC staff hold a video conference or phone interview with the Executive Director for all applicants seeking a Transformation Grant.



3. Quality Control and Risk Assessment

LSC staff identify outstanding applications that demonstrate high alignment with the *Selection Criteria* and key goals of the Pro Bono Innovation Fund. LSC staff will also evaluate the grant operational risks posed by each Applicant and conduct a due diligence review of each Applicant's ability to manage grant funds.



4. Program Staff Recommendation

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



5. Selection for Funding

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

B. Selection Criteria and Weighting

Selection criteria are the factors that tell Applicants how reviewers will 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 an application based on the Applicant's responses to each of the published *Selection Criteria*. The following charts detail the selection criterion weighting for each Pro Bono Innovation Fund grant category (Project, Sustainability, Transformation):

Project Grants

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

Sustainability Grants

Category	%	Sub-Category	%
Project Design	60	Summary of Project, Client Impact, and Ongoing Client Need	20
		Engagement of Volunteers and Pro Bono Best Practices	20
		Project Evaluation	20
Organizational Structure, Staff and Project Partners	15	Organizational Structure, Project Staff, and Project Partners	15
Proposed Budget and Sustainability	25	Proposed Budget	10
		Sustainability Strategy	15

Transformation Grants

Category	%	Sub-Category	%
Transformation Strategy	60	Vision Statement for Pro Bono Program and Context for Pro Bono Transformation	20
		Need and Opportunity for Pro Bono Transformation	20
		Proposal for Funding and Practical Performance Improvements that Integrates Best Practices	20
Guiding Coalition	25	Transformation Team	10
		Active Support of Executive Director	15
Cost-Effectiveness and Budget Adequacy	15	Cost-Effectiveness and Budget Adequacy	15

C. Reviewer Rating System

The application quality rating system for Pro Bono Innovation Fund grants is based on rating descriptions and scoring rubric provided to Pro Bono Innovation Fund and LSC staff reviewers. Reviewers must support their rating in comments and with numerical scores captured in the LSC Grants online system. Reviewers cite each application's significant strengths and/or weaknesses, in addition to providing an assessment that captures the quality of the application as a whole.

The ratings include four categories: Excellent, Good, Acceptable, and Not Acceptable. Reviewers decide which rating is the best overall fit in characterizing how the application addresses the criterion being evaluated. The following chart details the definitions provided to reviewers to assist with their ratings of applications.

Rating	Description
Excellent	High quality response, addressing all elements of the selection criteria and exceeding the requirements in almost all instances. Identified strengths are substantial with no weaknesses or additional questions identified. Any identified weakness has minimal effect on the overall quality of the response.
Good	Quality response, addressing all or most elements of the criteria and exceeding requirements in some instances. Identified strengths are substantial, and identified weaknesses or additional questions are minimal in quantity and effect on the overall quality of the response.
Acceptable	Adequate response, addressing some of the elements of the selection criteria. Strengths and weaknesses are identified that may balance each other in significance. Overall quality of response is satisfactory, with several important areas for improvement.
Not Acceptable	Very weak response, neglecting to address many of the elements of the criteria and failing to meet the requirements in most instances. Identified weaknesses

	hold significant weight, overshadowing the identified strengths. Overall quality of response is inadequate, with significant flaws in key elements.
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D. Anticipated Announcement and Award Dates

LSC will announce the results of this competition in **June 2018**. 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. Applicants that require pre-approval under 45 C.F.R. §1630 or §1627 should work with Pro Bono Innovation Fund staff upon notification of funding to initiate the approval process with LSC's Office of Compliance and Enforcement.

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 the grant documents. Grantees whose applications were not selected for funding will also receive separate notification.

VI. 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 count towards 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). This prohibition does not apply to PBIF project costs and expenses that are paid with non-PBIF funds, if the PBIF activity and those costs and expenses meet the Part 1614 criteria.

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](#). 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* of this application.

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

Consistent with Applicant's written conflict of interest policy (which is required under the Basic Field Grant Terms and Conditions), all Applicants are expected to perform a conflicts check for all individuals, employees, partner organizations, companies, contractors, vendors, etc., who will be involved in performing your PBIF grant, and must develop a plan for addressing any perceived or actual conflicts discovered.

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 grant goals, objectives, and milestones will be agreed upon by LSC and the grantee and documented in a Project Plan that becomes part of the grant award package. Interim payments will be made based on narrative reports, documents and other resources developed through the grant, and meetings with LSC staff that show 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 to receive an initial grant payment in October 2018, and subsequent fixed payments scheduled for each six months of the grant term afterwards. Eighteen-month grants will have a total of 4 fixed payments each equaling 25% of the total grant award. Twenty-four month grants will have a total of 5 fixed payments each equaling 20% of the total grant award. Initial payments will be made after the Project Plan for the grant is approved. Following the initial payment, periodic payments will be scheduled at six month intervals contingent on sufficient and timely progress and financial 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 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. Sustainability Grants and No Cost Extensions for Current Grantees

Applicants who are currently Pro Bono Innovation Fund grantees and who are awarded an FY18 Sustainability grant to continue their project must complete their Project grant 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 prior grant to the same Project.

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

Organizations and entities that are not current LSC grantees are not eligible to apply directly to LSC for Pro Bono Innovation Fund grants. However, 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. 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. Applicants that require pre-approval under 45 C.F.R. §1630 or §1627 should work with Pro Bono Innovation Fund staff upon notification of funding to initiate the approval process with LSC's Office of Compliance and Enforcement.

Before making an award of Pro Bono Innovation Fund or other LSC grant funds to a third party, Applicants must determine whether the award meets the characteristics of a subgrant in 45 C.F.R. § 1627.3(b). A Part 1627 subgrant is an award of Pro Bono Innovation funds or property or services purchased in whole or in part with Pro Bono Innovation funds to another entity to perform part or all of the legal assistance activities. The characteristics of a subgrant are set forth in §1627.3. Applicants should carefully review the rule before submitting proposals with potential subgrants.

Subgrants: The general rule under 45 C.F.R. § 1627.5 is that both the LSC and non-LSC funds of the subrecipient are subject to the restrictions listed in 45 C.F.R. § 1610.2(b). [45 C.F.R. Parts 1610 and 1627](#). There are exceptions for the subgrantee's non-LSC funds when the subgrant is "for the sole purpose of funding private attorney involvement (PAI) activities pursuant to 45 C.F.R. Part 1614 or when an in-kind subgrant involves pro bono, reduced fee, or Part 1614 PAI activities. 45 C.F.R. §1627.5(d).

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 1627.5(d) exception if they meet two requirements:

- 1) The subgrant is for activities that meet the substantive requirements of Part 1614 or are for providing legal information or legal assistance on a pro bono or reduced fee basis to

- individuals who have been screened and found eligible to receive legal assistance from an LSC recipient; and
- 2) The subgrant is for those activities only.

Process for Subgrants over \$20,000 Requiring Prior Approval: LSC requires grantees seeking to subgrant a portion of their Pro Bono Innovation Fund grants to use a process that will be similar to LSC's Basic Field subgrant application when obtaining LSC approval before the subgrant's effective date. LSC Basic Field 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 of whether the subgrantee is a current LSC-funded organization. Applicants that require pre-approval under 45 C.F.R. §1630 or §1627 should work with Pro Bono Innovation Fund staff upon notification of funding to initiate approval process with LSC's Office of Compliance and Enforcement. More information on the subgrant application process can be found [on LSC's website](#).

Contracts: Procurement 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](#).

As further discussed in the *Eligible Costs* section of *Appendix V: Budget Instructions*, recipients must comply with all of the Part 1630 requirements, including the requirement to obtain prior approvals. [45 C.F.R. Parts 1630](#) and [1631](#), [Fundamental Criteria of an Accounting and Financial Reporting System](#) of the LSC Accounting Guide. The award of a grant does not constitute a prior approval.

Consistent with Applicant's written procurement policy, Applicant must obtain best value – the most advantageous balance of price, quality, and performance – and seek to minimize fraud, waste, and abuse, when purchasing products and services with grant funds. Best value is typically achieved through transparent and objective competition.

In addition to these requirements, for Pro Bono Innovation Fund purchases of \$5,000 or more, you must:

- Maintain all purchase-related records for LSC's review, including: solicitation documents and resulting quotes or sole-source justification; vendor selection justification; management approval of sole-source or vendor selection justification; signed contracts or invoices; and all payments, adjustments, and credits;
- Provide a copy of any procurement contract with your Progress Report for the period during which the contract was signed. (LSC only verifies that your contract was signed; you must ensure that your purchase complies with your written procurement policy and LSC rules and regulations); and
- Manage the engagement and ensure that vendors perform as contractually required (e.g., meet all milestones and deadlines, stay on budget/time; deliver satisfactory work products).

Pro Bono Innovation Fund purchases and/or contract for service of \$25,000 or more must be pre-approved by LSC. You must apply for any required prior approval as required by [45 C.F.R. § 1631](#), your grant award does not constitute pre-approval.

LSC requires administrative plans for grants where significant portions of the project management are contracted out to third parties. This might occur if the grant 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.

LSC's program integrity rules apply to a Pro Bono Innovation Fund project. These rules require "objective integrity and independence" between you and any Pro Bono Innovation Fund partner organization that performs LSC-restricted activities. [45 C.F.R. § 1610.7](#).

VII. LSC Contacts

These *Instructions* will available [online](#) on the Pro Bono Innovation Fund website.

For more information, technical issues with LSC Grants, please send an email to probonoinnovation@lsc.gov. To reach a member of the Pro Bono Innovation team, please send an email to polyakovaa@lsc.gov.

VIII. 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 grant applications on an ongoing basis

until the application deadline. The schedule of webinars and calls will be posted on LSC's website and sent to LSC grantees via email.

Appendix I. 2018 Grant Categories At-A-Glance

	Project	Sustainability	Transformation
<i>Eligibility and Grant Terms</i>			
Available to all LSC Grantees	•		•
Available ONLY to 2015 and 2016 Pro Bono Innovation Fund grantees		•	
18-month grant term	•		
24-month grant term	•	•	•
<i>Submission Requirements</i>			
Submit complete application in LSC Grants online system	•	•	•
Application Deadline: April 23, 2018, 11:59 PM EST	•	•	•
<i>Application Components</i>			
Application Form in LSC Grants online system	•	•	•
Narrative Response, 20 page, double spaced maximum (Upload)	•	•	
Narrative Response, 30 page, double spaced maximum (Upload)			•
Budget Form in LSC Grants online system	•	•	•
Budget Detail (Upload Excel)	•	•	•
Subgrant Form (Upload)	•	•	•
Contract Forms (Upload)	•	•	•
Resumes of Key Staff, Position Description for any proposed New Project Position (Upload)	•	•	•
Up to 30 pages of supplemental materials to support proposal (Upload)	•	•	•
Organizational Chart that identifies Key Staff with Pro Bono responsibilities (Upload)			•
Interview with Applicant's Executive Director in May 2018 (Teleconference or by Phone)			•

Appendix II. Project Grant Questions and Reviewer Rating Criteria

PROJECT DESIGN (60%)

Question 1. Need 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.

Reviewer Rating Criteria

- Does the response provide a clear description of the specific client need and the current gaps in service?
- Does the response demonstrate why the client need is a strategic, high-level priority for the organization?
- Does the response illustrate need for the project by using available statistical information and other data to identify the gap(s) in services?
- Does the response describe 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 need 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 Need 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.

Reviewer Rating Criteria

- Does the response describe a cohesive project with well-defined activities designed to address issues identified in the Need Statement?
- Does the response articulate the project's goals and objectives in clear, compelling, and measurable terms?
- Did the Applicant identify implementation of specific activities and strategies to achieve the goals and objectives?

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 service 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

- Does the Applicant provide analysis and information about the pro bono capacity of the legal community in Applicant's service area, including trends and demographic shifts using available statistical information and other data?
- Does the response clearly identify the specific segment(s) of the bar or other volunteers who will be the focus of the project?
- Does the response detail a well-defined role for pro bono volunteers, showing how they are well situated to address the client needs and gaps in services?
- Does the response demonstrate 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?
- Does the Applicant clearly identify supports and resources needed to leverage the volunteers effectively?
- Does the response describe volunteer motives that are credible and with a basis in the 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.

Reviewer Rating Criteria

- Does the response clearly describe a new or original strategy in the pro bono or legal aid community that is being employed in the project?
- Does the Applicant articulate how the proposed project's innovation(s) will address the current challenge, problem, or inefficiency in the pro bono system described in the Need Statement?
- If proposing to replicate a "pro bono best practice" within a new or different context, does the Applicant cite to evidence, evaluations, studies or specific examples that formed the basis of identifying the strategy as a "best practice?"
- Does the Applicant propose replication in areas in the pro bono delivery system that pose significant challenges and are commonly found in the legal services community?
- Does the Applicant articulate a thoughtful approach to evaluation for replication potential?
- Does the response set 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

- Does the Applicant clearly identify measurable outcomes that will be achieved through the proposed project?
- Does the Applicant identify outcomes that are aligned with the key goals of the Pro Bono Innovation Fund and the project's own goals outlined in Question #2?
- Does the response demonstrate a connection between project activities and meaningful outcomes?
- Does the response include some numerical targets for the estimated number of clients who will be served, estimated number of volunteers participating in the project, etc.?
- Does the response specify the outcome measures, evaluation methods, and data sets that will be used to assess and demonstrate the project's achievements?

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

- Did the Applicant present 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), did the Applicant describe 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?
- Does the response demonstrate a track record of success with pro bono and private attorney involvement efforts?
- Does the response describe 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

- Does the response demonstrate that key partners who are important to the project's success, have a well-defined and substantive role?

- For proposed subgrantees and/or contractors, did the Applicant clearly describe the role, activities, and qualifications of each that is supportive of the project goals, objectives and activities?
- Did the response demonstrate 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.

Reviewer Rating Criteria

- Did the Applicant recognize the project's staffing and resource requirements and discuss plans and strategies to sustain the project beyond the proposed grant term?
- If proposing to hire new project staff, did the Applicant describe considerations for the position after the grant period ends?
- Did the Applicant identify other potential sources of support for the project?
- Did the Applicant describe potential changes to internal operations and staffing to support the project beyond the proposed grant term?
- Did the Applicant identify project partners who are willing and positioned to maintain elements of the project beyond the grant term?

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

- Did the Applicant propose a reasonable and justifiable budget consistent with the proposed goals and objectives of the project?
- Did the Applicant present a budget adequate to successfully support the project activities?
- Did the Applicant submit a budget that is understandable and free from mathematical errors?
- Does the response provide clear detail and adequate budget narrative that demonstrates the relationship of budgeted items to project activities?
- Does the response demonstrate a thoughtful and rational allocation of Pro Bono Innovation Fund dollars in the project?

- Did the Applicant demonstrate past success in managing LSC grant funds and complying with LSC fiscal requirements and guidelines?

Appendix III. Sustainability Grant Questions and Reviewer Rating Criteria

PROJECT DESIGN (60%)

Question 1. Summary of Project, Client Impact and Ongoing Client Need (20%): Please describe the project you seek to support with a Sustainability Grant. In your response, please incorporate the following information supported with data from your project:

- a. A description of the components of your 2015 or 2016 Pro Bono Innovation Fund project and whether and/or why you are proposing changes to what was originally proposed for your project.
- b. A summary of the most significant results your project has achieved for clients to date.
- c. A description of the compelling, ongoing client need for the project.

Reviewer Rating Criteria

- Does the response provide a clear description of the Pro Bono Innovation Project?
- Does the response demonstrate that changes to project are focused on strengthening client outcomes or volunteer support and engagement?
- Does the response demonstrate that the client need is a high priority for the organization and client community?
- Based on the client needs described, is there a clear case that the project will be integrated into core services?
- Does the response use statistical information, project data and other metrics to show compelling results and ongoing need?

Question 2. Engagement of Volunteers and Pro Bono Best Practices (20%): LSC wants to showcase Sustainability Grants nationally as examples of excellent, client-centered pro bono delivery. Please describe how your Pro Bono Innovation Fund project is an example of excellent and high-quality pro bono delivery. In your response, please incorporate the following information:

- a. A description of the specific aspects of your Pro Bono Innovation Fund project that contribute to the success of your project and the aspects of your project that are replicable by other grantees across the country.
- b. The role of pro bono volunteers in your Pro Bono Innovation Project. In your response, please detail the level of service and the quality of engagement and assistance provided to clients by pro bono volunteers.
- c. A description of whether and/or how the role of pro bono volunteers will change in the Sustainability Grant.

Review Rating Criteria

- Does the response describe excellent results for clients that are qualitative and quantitative?
- Does the response demonstrate alignment between the ability and interest of pro bono volunteers and the specific client need being addressed?

- Does the response illustrate success with pro bono volunteers through quantitative and qualitative data from the Pro Bono Innovation Project?
- Does the response describe high-quality pro bono practices that are replicable?
- Does the response or supporting documentation demonstrate that the Pro Bono Innovation Project has support from the volunteer and legal community outside the organization?
- Does the response detail a well-defined role for pro bono volunteers in the Sustainability Grant Project and, where such role is expanded, an explanation for the expansion?

Question 3. Project Evaluation (20%): Please identify the measurable client, volunteer and other outputs from your project activities that will be accomplished during the Sustainability Grant and, where applicable, note whether these are the same, different or increased from those in your 2014 or 2015 Project Grant Evaluation Plan. Then describe, in addition to the numerical targets, how you plan to collect other data to demonstrate your project's value in providing meaningful outcomes for clients, volunteers and your organization. In your description, please provide a thoughtful analysis on how you plan to use the new data collected during the Sustainability Grant.

Reviewer Rating Criteria

- Did the Applicant articulate measurable outputs that will be achieved through the proposed project?
- Did the Applicant include and expand numerical targets for the estimated number of clients who will be served, estimated number of volunteers participating in the project, etc.?
- Does the response identify sophisticated outcome measures, evaluation methods, and data sets that will be used to assess and demonstrate the project's longer term achievements?
- Does the response describe a thoughtful evaluation plan to ensure the needed data are obtained and compiled over the grant period?
- Does the response demonstrate a connection between project activities and meaningful outcomes?
- Does the response demonstrate the organization has capacity for quality project evaluation?

Organizational Structure, Staff and Partners (15%)

Question 4. Organizational Structure, Project Staff, and Partners (15%): Please describe the role and involvement of key staff and project partners in the Sustainability Grant. In your description, please provide analysis on how the staffing and organizational structure has evolved since the original grant proposal. Then describe the additional staff, partners, or volunteers (legal and/or non-legal), if any, that will be needed for the Sustainability Grant.

Review Rating Criteria

- Does the response provide a clear description of the organizational structure of the Sustainability Grant and the roles of current staff, partners and stakeholders?
- Does the response demonstrate that the project is supported by diverse community organizations that are invested in the long-term success of the project?
- Does the response demonstrate that the project has support from within the larger organization and outside the organization?

- Does the response demonstrate how the organization will support the integration of the Pro Bono Innovation Project into core legal services?
- For proposed new position(s), did the Applicant clearly describe 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.
- For proposed new partner(s) or staff, did the Applicant clearly describe the role, activities and qualifications of each that is supportive of the Sustainability Grant.
- For proposed new volunteer(s), did the Applicant clearly describe potential sources of new volunteers and a timeline and strategy for recruiting new volunteers to the Sustainability Grant.

PROPOSED BUDGET AND SUSTAINABILITY (25%)

Question 5. Sustainability Grant Budget (10%): Please explain your overall Sustainability Grant budget and what it seeks to fund for the 24 month grant period. Please also provide a justification for the allocation of the Pro Bono Innovation Fund share of the budget and your share of the budget and how this allocation will support the project goals and objectives. In your description, please make sure to detail how the proposed budget support the Sustainability Grant's goal to find new resources to support this pro bono effort.

Review Rating Criteria

- Did the response provide clear detail and adequate budget narrative that demonstrates the relationship of budgeted items to project activities?
- Did the Applicant propose a reasonable and justifiable budget consistent with the proposed goals and objectives of the project?
- Did the Applicant present a budget adequate to successfully support the project activities?
- Did the Applicant submit a budget that is understandable and free from mathematical errors?
- Does the response demonstrate a thoughtful and rational allocation of Pro Bono Innovation Fund dollars in the project?
- Does the response provide clear detail and adequate justification as to the differences, if any, between the Pro Bono Innovation Project budget and the Sustainability Grant budget?

Question 6. Sustainability Grant Match (15%): Please provide a narrative description of your match for each year of the Sustainability Grant. Your response should detail how the level of support from the Pro Bono Innovation Fund has changed from the original 2015 or 2016 levels and how it will change over the term of the Sustainability Grant. In your discussion, please include the reasoning for your match, your strategy in meeting the proposed match, and planned sources of revenue. To the extent a particular source of support is from another funder, please include the amount and terms of the funding. Please also include a discussion of your prior success, if any, in sustaining grant-funded projects or fellowships after the support is reduced or ends.

Review Rating Criteria

- Did the Applicant propose a reasonable and ambitious match consistent with the proposed goals and objectives of the Sustainability Grant?
- Does the response provide a clear description of the source of matching funds?
- Does the response demonstrate that the project will be funded through a variety of sources?
- Did the Applicant identify potential sources of money outside of the organization for the Sustainability Grant matching requirement?
- Does the response demonstrate the Organization's commitment to meeting the match requirement either through new sources of revenue or, if necessary, allocation of general monies?
- Does the response describe the organization's prior experience in funding new projects or integrating new projects into core legal services?

Appendix IV. Transformation Grant Questions and Reviewer Rating Criteria

TRANSFORMATION STRATEGY (60%)

Question 1. Vision Statement on Pro Bono Program and Context for Transformation Grant (20%): Please provide a statement of your vision of an excellent and high-performing pro bono program at your organization and a description of the current pro bono delivery system in your service area. In your response, please include a description of the pro bono delivery system in your service area including demographic information that provides reviewers with context about the unique characteristics of pro bono in your state or service area.

Reviewer Rating Criteria

- Does the Applicant provide a compelling, well-defined picture of the future for the pro bono program and how will it operate?
- Is there a clear statement describing where a transformation will lead in the next several years?
- Is the proposed change or transformation significant with a strong correlation to high-quality client services?
- Does the proposed change impact how overall services will be delivered in the program?
- Does the Applicant describe or identify key pro bono stakeholders in the service area? For example:
 - Other pro bono programs in the area and the services they provide;
 - Law firms, corporate legal departments, bar associations and other potential sources of volunteers, such as law schools;
 - Judicial districts or pro bono committees and the state Access to Justice Commission.
- Does the Applicant provide a clear picture of the legal market and environment for pro bono delivery? Including, for example:
 - Size of the private bar in the service area along with details on the demographics and make-up of the bar, i.e., average size of the largest firms, number of large firms or corporate legal departments in service area, bar association support for pro bono or legal aid;
 - Trends in the legal market that may be relevant, i.e. long-term pro bono attorneys who are aging, judicare model, etc.;
 - Description, illustration, or data on the geographic distribution of clients and attorneys.

Question 2. Need and Opportunity for Pro Bono Transformation (20%): Please describe why are you seeking a Transformation Grant for your pro bono program at this time. In your response, please provide the following:

- a. A description and assessment of your current pro bono program, how it functions, how it is staffed and how it is structured in your organization.
- b. The specific areas where you need to strengthen your organization's pro bono efforts to achieve your vision and the potential obstacles to making these improvements.
- c. Any important and recent developments in your organization, state, legal community, or service area that make the timing for this pro bono transformation effort appropriate.
- d. Your analysis of the most significant, untapped pro bono opportunities that you hope to address with this grant.
- e. A description of any significant, organization-wide initiatives or transitions that are currently underway or will be underway within the next two years that will impact a Pro Bono Transformation effort.

Reviewer Rating Criteria

- Does the response provide an honest and convincing assessment of the challenges in their pro bono program with a focus on challenges that directly impact quality of pro bono delivery for clients and volunteers?
- Does the discussion of obstacles reflect a complex understanding of pro bono delivery in a legal aid context? For example:
 - Historical level of organizational investment in pro bono,
 - Internal cultural or attitudinal barriers to an effective pro bono program,
 - Identification of structural barriers,
 - Strategic or client-centered focus for the pro bono vs. 'miscellaneous' and non-priority work,
 - Recognition of volunteer needs and motivations,
 - Difficulty in maintaining rigorous, substantive quality controls,
 - Lack of reliable measures for impact and effectiveness of the program.
- Does the response suggest alignment with the pro bono transformation effort with organization-wide issues or undertakings identified in Question 2?
- Does the response make a credible case that the organization is ready for a change effort and that the timing is suitable for pro bono transformation and this Pro Bono Innovation Fund grant?
- Does the Applicant recognize opportunities and resources that are truly new or ready to be leveraged? For example:
 - New policies, trends, or demographic shifts in the legal community, i.e. a change in laws, rules or leadership for pro bono;
 - Distinct and viable untapped pool of potential volunteers;
 - Segment of the private bar with a large potential pool of volunteers (i.e. small firm and solo practitioners, government attorneys, large firm attorneys, etc.).
- Does the Applicant clearly describe the staffing and structure of the pro bono program? Including, for example:

- Whether there is a separate pro bono unit or project;
 - Whether there is full-time pro bono staff and whether the full-time staff includes attorney(s);
 - The number of staff members who carry pro bono responsibilities and a description of their responsibilities;
 - Identification of the senior management position responsible for overseeing pro bono efforts.
- Is there a well-defined and credible description of what the current pro bono program does well?
 - Has the Applicant provided an Organizational Chart that clearly identifies the key pro bono staff in the organization and where the pro bono positions are located?
 - Does the Applicant make note of any current or near term changes or undertakings at the organization? Including, for example:
 - Executive or management transitions or new staff,
 - Strategic planning,
 - Restructuring or retrenchment,
 - Adoption of new case management system, online intake, or similar technology system.

Question 3. Proposal for Funding and Practical Performance Improvements that Integrate Best Practices² (20%): Please describe what you propose to do with Transformation Grant funding. In your response, please include a description of the assessment that you will conduct of your pro bono program and at least three practical and ambitious performance improvements to your pro bono program that your organization will achieve within the first 6 - 12 months of the two-year Transformation Grant. In your response, please be sure to incorporate the following:

- a. Your proposal for a rigorous and comprehensive assessment of your pro bono program that includes the scope, focus and timeline for the assessment and a description of how the assessment will be conducted.
- b. A clear description of each practical and short-term performance improvement that is being proposed and a discussion of how these changes impact clients, reflect best practices in pro bono delivery and advance your vision for an excellent, high-performing pro bono program.³

² Transformation Grants are designed to support LSC grantees in both an assessment of their pro bono program and the immediate implementation of short-term changes that are consistent with an Applicant's vision that reflects best practices in pro bono delivery. Transformation Grants contemplate that both an assessment of the pro bono program and short-term improvements to the program can be done concurrently.

³ Note that proposed changes must be practical performance improvements and best practices as opposed to measurable outputs or activities. For example, "We will decrease the average time for a successful pro bono case placement from two weeks to two days," is a performance improvement that reflects an efficient, client-centered pro bono case placement system. Another example, "In a twelve-month timeframe, we will increase the pro bono participation rate of our willing volunteers from 30% to 90% of willing volunteers," is an example of a performance improvement consistent with a vision for a more effective, active pro bono program. In contrast, the following are examples of measurable activities: "We will recruit 10 attorneys from large law firms to provide pro bono assistance," and "We will conduct 3 CLE events for at least 35 pro bono volunteers."

- c. **Your plan to use data and/or empirical testing to benchmark your proposed performance improvements and demonstrate what works.**
- d. **A description of how you plan to approach the implementation of recommendations from the pro bono assessment and continue to make continuous performance improvements throughout the term of the grant.**

Reviewer Rating Criteria

- Does the response put forth a thoughtful and well-defined plan for the assessment/evaluation of its pro bono program?
- Are there specific issues in the assessment that are important for the organization to resolve in order for it to make progress towards a more high-performing pro bono program?
- Does the response indicate that the evaluation will be probing, allowing the organization to gain new or important insights about its pro bono program?
- Is the scope of the assessment clear and appropriate?
- Are the proposed short-term changes consistent with high-quality pro bono best practices?
- Do the proposed changes focus on client or volunteer results that are specific, measurable, achievable and time-bound?
- Are there managerial/process/technical innovations are being tested to help make the pro bono program more robust and effective?
- Do the proposed changes support the effective delivery of pro bono services?
- What data points will the Applicant use to measure the performance of the proposed short-term changes and overall pro bono program?
- Does the Applicant describe a thoughtful and active process to capture learnings and reformulate strategy?
- What will the continuous learning process look like for the term of the grant?

GUIDING COALITION (25%)

Question 4. Transformation Team (10%): Please describe the role and involvement of each team member who will be responsible for your pro bono transformation effort and the rationale for selecting these individuals. In your response, you may also discuss whether you have support from key external stakeholders and their level of support and involvement in your transformation effort.

Reviewer Rating Criteria

- Is the transformation team an effective and diverse group in terms of title, information, reputation, and relationships? Do senior managers form the core of the group?
- Does the response demonstrate executive management, board of director, and other key stakeholder support to revitalize the organization's entire approach to pro bono?
- Is there demonstrated external stakeholder support?

Question 5. Active Support of Executive Director (15%): Please describe the role that your organization's Executive Director played in the development of this application and how s/he plans to support this effort over the next two years.

Reviewer Rating Criteria

- Has the Executive Director been actively engaged in the development of the proposal?
- Does the response demonstrate or describe substantive support of the Executive Director that is credible and practical?
- Did the interview with the Executive Director demonstrate a level of support, knowledge and engagement that confirms the application's stated and proposed role for the Executive Director in the transformation process?

COST-EFFECTIVENESS AND BUDGET ADEQUACY (15%)

Question 6. Cost-Effectiveness and Budget Adequacy (15%): Please provide a detailed budget, in the Excel Template provided, that shows the anticipated expenses necessary for your pro bono transformation effort described in this proposal and for which you are seeking funding. Please also provide a description of what the grant will fund, where the highest percentage of the grant will be directed, and your justification for the expenditures.

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

Reviewer Rating Criteria

- Does the response clearly describe what the grant funds will be directed to support?
- Does the Applicant propose a reasonable and justifiable budget that thoughtfully supports the transformation effort?
- Is the budget consistent with the response to Question 4?
- Does the response provide clear detail and adequate budget narrative that demonstrates the relationship of budgeted item to proposed activities?
- Is the budget understandable and free from mathematical errors?

Appendix V. 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 grant *Budget Detail* in the template Excel spreadsheet provided which will populate the *Budget Form*;
2. Upload the completed Excel spreadsheet *Budget Detail* into LSC Grants online system; and
3. Reenter *Budget Form* data into LSC Grants online system.

It is important for Applicants to provide the complete and total cost of the grant in the template Excel spreadsheet *Budget Detail* because it automatically calculates and populates the *Budget Form* for the grant. If grant-related expenses, including in-kind staff time, do not appear in the budget, reviewers will assume that no additional resources will be contributed to the project and as part of the grant which may impact Application scoring.

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 grant, 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 grant. *Please note that all costs for the proposed grant must be captured through line items—there is no general "administrative cost" line item and indirect costs will not be approved.* Costs based on actual usage are allowable and must be justified with backup data and documentation. 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. Grant Budget

Applicants are provided with a template Excel spreadsheet to present their total and detailed budget information for the entire grant term. The template is referred to as the *Budget Detail*. The *Budget Detail* template is illustrated in *Appendix V* 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.⁴ The last column, (E), provides the total of columns (A) - (D).

C. *Budget Form*

The *Budget Form* provides aggregated, total budget for the grant. 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 online system.

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 grant 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 system for the grant **and** on the first sheet of the completed Excel template for the *Budget Detail*:

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					

⁴ 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.

	<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 grant 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 *Narrative*, especially the grant goals, objectives, and activities, should be clearly defined and communicated to allow for effective evaluation of the grant.

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 grant 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 grant 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 with responsibility for or on the grant 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 grant and not only those that are funded directly by the grant.

1b. Fringe Benefits: Include cost of benefit(s) for the grant 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 staff travel that is directly related to the grant. 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 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 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 should include travel costs associated with participation in or presentation at conferences such as LSC's Innovations in Technology Conference, the National Legal Aid and Defender Conference, the Pro Bono Institute's Annual Conference, and state bar conferences. Travel costs associated with research visits and/or learning tours should also be included in this line.

Applicants **must** include funds to send key grant staff (for both grantee and subgrantee) to the Equal Justice Conference and the Pro Bono Innovation Fund Grantee meeting, typically held the day before the Equal Justice Conference, for each of the two grant years.

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 grant. It can also include subscriptions, user licenses, or add-on modules for existing software necessary for the proposed Pro Bono Innovation Fund grant.

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 grant with a calculation for cost determinations.

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

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

2g. Evaluation: Include costs associated with evaluation activities, including additional staff time (for non-programmatic staff not accounted for in Personnel costs) purchase of survey tools and other costs.

2h. Other: Include and explain any other grant-related costs not otherwise captured in the categories above. Please note that general indirect costs are not allowed in the Pro Bono Innovation Fund share of the budget. Costs based on actual usage is allowable and must be justified with backup data and documentation.

3a. Contracts: Contracts can include the total costs for third-parties to provide services related to the grant'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 VIII* 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 grant 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. Applicants should determine that the proposed subgrant meets the characteristics of a subgrant specified in 45 C.F.R. § 1627.3(b).

See *Section VI Award Administration Information* of these instructions for more information on eligible costs and third-party transfers of funds and *Appendix VII* 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

Applicant should have a statement of the methods that it will employ and the records that it will keep to track and identify the source and application of Pro Bono Innovation Fund 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 C.F.R. § 1630, requires prior approval to use Pro Bono Innovation Fund dollars for expenditures of \$25,000 or more for any of the following:

1. A single purchase of lease or personal property;
2. A single contract for services;
3. A single combined purchase or lease of personal property and contract for services; and
4. Capital improvements.

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.

Appendix VI. 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 the LSC Grants online system.

Below are instructions for Applicants to reference to accurately complete the *Budget Detail* sheets of the Excel template. Please ensure that the budget information presented covers the entire grant term proposed.

1a. Personnel: Salaries/Wages and Fringe Benefits

- i. In the table below, please provide the following detail for each grant 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 grant, the personnel costs related to each subgrant must be detailed in a separate *Subgrant Form Tabs 6 through 11*.

	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 responsibilities of the listed staff members in the comment box provided just below the table.
- iii. For grant 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 responsibilities of these individuals in the comment box provided just below the table.
- 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 staff travel that is directly related to the grant. 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
Annual State Bar Conference	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 individuals in the comment box provided just below the table.
- iii. Applicants **must** include funds to send key grant staff (for both grantee and subgrantee) to the Equal Justice Conference and the Pro Bono Innovation Fund Grantee meeting, typically held the day before the Equal Justice Conference, for each of the two grant years.

2b. Project Expense: Equipment

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

Equipment						
Item/Purpose	Calculation	Pro Bono Innovation Fund Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Project TOTAL
Tablets purchase	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 individuals in the comment box provided just below the table.

2c. Project Expense: Software

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

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
Item/Purpose						0
Item/Purpose						0
Item/Purpose						0
Total Software		0	0	0	0	0

- ii. Please provide a brief description and justification for the software costs listed above individuals in the comment box provided just below the table.

2d. Project Expense: Supplies

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

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
Item/Purpose						0
Item/Purpose						0
Item/Purpose						0
Total Supplies		0	0	0	0	0

- ii. Please provide a brief description and justification for the supply costs listed above in the comment box provided just below the table.

2e. Project Expense: Communication

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

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 in the comment box provided just below the table.

2f. Project Expense: Training

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

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 in the comment box provided just below the table.

2g. Project Expense: Evaluation

- i. Please Include costs associated with evaluation activities, including additional staff time (for non-programmatic staff not accounted for in Personnel costs) purchase of survey tools and other costs.

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 grant-related costs not otherwise captured in the categories above. Please note that general indirect costs are not allowed in the Pro Bono Innovation Fund share of the budget. Costs based on actual usage is allowable and must be justified with backup data and documentation.

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 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 system, a copy of which can be found in *Appendix VIII*.

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 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 VII. Subgrant Form

Instructions

LSC requires additional information about proposed subgrants that are necessary for the proposed grant. On the form below, please provide the requested information on the **subgrants** that your program plans to enter into as part of this proposed grant. 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 grant and the proposed project expenses.

- Please provide one *Subgrant Form* for each subgrant being proposed in your grant. **These forms should be saved as Word Documents and uploaded into the LSC Grants online system.**
- 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 may be asked to submit a formal request to LSC for subgrant approval. 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.

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. **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.**
6. **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.**
7. **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?**
8. **For proposed subgrantees who are not current LSC grantees, please provide the names and affiliations of the proposed subgrantee's Board of Directors.**

Appendix VIII. Contract Form

Instructions

LSC requires additional information about proposed contracts that are necessary for the proposed grant. On the form below, please provide more information on the **contracts** that your program plans to enter into as part of the proposed grant. 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 grant 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 grant. **These forms should be saved as Word Documents and uploaded into the LSC Grants online system.**
- 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 grant. 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.*

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.**