# THE LEGAL SERVICES TRUST FUND PROGRAM

# EQUAL ACCESS FUND – PARTNERSHIP GRANTS

# 2015 REQUEST FOR PROPOSAL

## FORM A – PROJECT ABSTRACT

1. **Project Name:**
2. **Program Name:**
3. **Program Contact:**

 **Phone #:**      **Email:**

1. **Amount Requested: $**
2. **Cooperating Court:**

 **Address, City, Zip:**

 **Presiding Judge:**

 **Phone #:**       **Email:**

 **Other Court Contact**

 **and Title:**

 **Phone #:**       **Email:**

* If more than one court is cooperating on this project, provide the requested information for each additional court on the following page.
1. **Current Recipient of a Partnership Grant?** [ ]  Yes [ ]  No

 Previous grant amounts (for this project only): 2009:

 2010:

 2011:

 2012:

 2013:

 2014:

 Partnership Grant funds remaining as of July 1, 2014:

**5. Cooperating Court(s): Continued**

**Cooperating Court:**

 **Address, City, Zip:**

 **Presiding Judge:**

 **Phone #:**       **Email:**

 **Other Court Contact**

 **and Title:**

 **Phone #:**       **Email:**

**Cooperating Court:**

 **Address, City, Zip:**

 **Presiding Judge:**

 **Phone #:**       **Email:**

 **Other Court Contact**

 **and Title:**

 **Phone #:**       **Email:**

**Cooperating Court:**

 **Address, City, Zip:**

 **Presiding Judge:**

 **Phone #:**       **Email:**

 **Other Court Contact**

 **and Title:**

 **Phone #:**       **Email:**

**(Abstract: Partnership Grant RFP Form A.)**

1. **Summary.** Provide a description of the core aspects of your proposed project.

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## FORM B – PROJECT NARRATIVE

**Program Name:**

**Project Title:**

 [See pages 4 through 10 of the Instructions]

1. Program’s Qualifications

1. Needs Assessment

1. Goals and Objectives

1. Types of Services

1. Evolution of the Project

1. Collaboration and Partnership with the Court

1. Site and Accessibility

1. Staffing, Training and Supervision

1. Technology and Equipment

1. Litigant Eligibility and Subject Matter Screening

1. Collaborative Partners

1. Timetable

1. Independence of Existing Court Services

1. Serving Both Sides/Attorney Client Relationship/Conflicts

 Do you plan to establish an attorney-client relationship? [ ]  Yes [ ]  No

* 1. Protocol for conducting conflict checks (if applicable).

* 1. Explanation for serving only one side of matter.

* 1. If serving both sides, state information provided to litigants regarding scope of services and lack of attorney-client relationship.

1. Referral Protocols
	1. Procedures and protocols for information and referrals.

* 1. Services for ineligible patrons. Assurance of meaningful referrals.

1. Evaluation

1. Project Continuity

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## FORM C – PROJECT ASSURANCES

**Program Name:**

**Project Title:**

Applicant assures compliance with the following:

1. Applicant agrees it will use any grant funds it receives from the Partnership Grants portion of the Equal Access Fund only for purposes allowed under the State Budget Act of 2014, upon approval thereof, and any grant agreement it enters into with the Legal Services Trust Fund Program.

2. Applicant agrees to expend any grant funds solely on civil legal assistance to indigent self-represented litigants in California courts.

3. Applicant will not discriminate on the basis of race, color, national origin, religion, gender, handicap, age or sexual orientation.

4. Applicant will comply with quality control procedures adopted by the State Bar.

5. Applicant will permit reasonable site visits and will present additional information deemed reasonably necessary to determine compliance with the terms of a grant under the Partnership Grants portion of the Equal Access Fund.

6. Applicant will comply with fiscal management and control procedures adopted by the State Bar.

7. Applicant agrees to consult with the Legal Services Trust Fund Program concerning media coverage of any project funded by a Partnership Grant.

8. Applicant understands that any proposal submitted for a Partnership Grant, and all documents submitted pursuant to issuance of a Partnership Grant, are public documents and may be disclosed to any person.

9. Applicant assures that, to the extent this grant is being sought for an existing project, the funds will be in addition to and will not supplant current funding committed to that project. However, to the extent applicant seeks to move some of the funding already committed to the project for use on other activities, then applicant will submit to the Commission an explanation of the need for the other activities, justifying the alternate use of the funds.

**(Assurances: Partnership Grant RFP Form C, page 2)**

10. Applicant agrees it will cooperate with data collection processes or with research efforts of the Legal Services Trust Fund Program or the Administrative Office of the Courts to evaluate the Partnership Grants project.

Signed:

Executive Director Chair (or other officer), Board of Directors

Applicant Program Applicant Program

Print Name Print Name and Title

Date Date

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## FORM E - BUDGET NARRATIVE

**Program Name:**

**Project Title:**

[See pages 10 through 12 of the Instructions for explanations of the expense categories listed on Form D.]

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## FORM F – SUPPORT FROM COOPERATING COURT

**Program Name:**

**Project Title:**

1. **Letter of Support**

Attach a Letter of Support signed by the **Presiding Judge** of each court cooperating on the proposed project. If the project will serve one side only, the court’s letter must confirm its support for such a program and clearly indicate that it understands the nature of the planned services.

Status of Letter:

[ ]  Signed by Presiding Judge and attached

[ ]  Will be sent to Trust Fund Program no later than September 12, 2014

1. **Memorandum of Understanding**

All applicants must provide a copy of a formal agreement with the cooperating court setting forth the duties and responsibilities of each party as regards this project. This agreement should reflect all financial or in-kind support to be provided by each party, and all logistical and administrative matters reflected in the proposal.

**New Projects:** A Memorandum of Understanding with the cooperating court need not be included with the submission of a completed proposal for a **new project**. However, successful applicants must submit a fully-executed MOU to the Trust Fund Program no later than December 19, 2014. Grant funds will not be disbursed without receipt of a fully-executed agreement.

**Continuing Projects** must attach a copy of the Memorandum of Understanding now in effect. Identify any changes proposed for the upcoming term of the agreement and the reasons for such changes. Revised MOUs may be submitted subsequent to the Commission’s approval of a Partnership Grant, but no later than December 19, 2014.

Status of MOU:

[ ]  Continuing MOU is enclosed and will be effective from January 1, 2015 through December 31, 2015.

[ ]  A new, fully-executed MOU is enclosed.

[ ]  A fully-executed MOU will be provided to the Trust Fund Program no later than December 19, 2014.

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## FORM G

## STATUS REPORT FOR 2014 PROJECTS

**Program Name:**

**Project Title:**

1. Are you applying for continued funding for the project listed above?

**Yes** [ ]  **No** [ ]

**If yes, you must complete this form.**

1. Describe the primary service goals and objectives for your project in 2014.

1. Are you on track to achieve the goals described above?

**Yes** [ ]  **No** [ ]

If not, please explain the factors that have affected your project’s operations.

1. Please complete the table below, as applicable to your project.

|  |  |  |
| --- | --- | --- |
| **Services and Resources** | **Projections** | **Actual as of****July 1, 2014** |
| Clinics/Workshops Conducted (Classroom Setting) |       |       |
| * Number of Individuals Served
 |       |       |
| Training Sessions Conducted |       |       |
| * Number of Trainees
 |       |       |
| Assistance to Individual Litigants |       |       |
| Information to Individual Litigants |       |       |
| Resource Materials Developed |       |       |
| Other:  |       |       |
|  |       |       |
|  |       |       |