**Legal Services Corporation**
For 25 Years, America's
Partner For Equal Justice

# Guidelines for Preparing Applications
# Legal Services Corporation
# Technology Initiative Grants

## 2001

750 First Street NE, 10th Floor
Washington, DC 20002
www.lsc.gov
techgrants@lsc.gov

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## *INTRODUCTION TO THE GUIDELINES*

The Legal Services Corporation (LSC) staff designed these ***Guidelines for Preparing Applications*** (Guidelines) to help you address the ***Review Criteria*** identified in the ***Notice of Availability of Funds*** (Notice) and fill out your application. Please note that the suggestions presented here are not a prescription for a successful application,. The ultimate goal is to present your project in a clear and compelling manner with the understanding that reviewers will rate your project based on how well you address the Review Criteria.

## *APPLICATION DEADLINE AND DELIVERY TO LSC*

Complete applications for the Fiscal Year 2001 LSC grant program must be received by LSC no later than **5:00 P.M. EST, April 20, 2001. POSTMARK DATE IS NOT SUFFICIENT.** Applications that have been provided to a delivery service on or before April 15, 2001, indicating that "delivery guaranteed before 5:00 P.M. on April 20, 2001," will be accepted for review. To ensure that we can accept your application, you should document that the application was provided to the delivery service with delivery to the address listed below guaranteed prior to the closing date and time. We will not accept applications or portions of applications sent via fax or electronic mail.

If you send your application by carrier, you should retain a copy of your package tracking information so that you can confirm delivery of your application and prove that the carrier received your application. Applications must be mailed or hand-delivered to:

Legal Services Corporation
Technology Initiative Grants
750 First Street NE, 10th Floor
Washington, DC 20002

It is likely that LSC will reject every application that arrives after the application deadline. Therefore, we urge you to allow sufficient time for the delivery of your application.

LSC will provide a written or e-mail acknowledgment of the receipt of each application and will publish a list of applicants in the Technology section of the LSC RIN site. However, the best way to confirm that your application has been delivered to LSC is to contact your carrier directly.

## *GENERAL INSTRUCTIONS FOR PREPARING APPLICATIONS*

An LSC application is complete only when it contains the items referenced below (excluding optional items) and original signed copies of the applicable Standard Application Form. A complete LSC application includes the following items and, for ease of processing, should be assembled in the following order:

- **Standard Application Form** , *Technology Initiative Grants Application Form* (Place on top)

**Executive Summary** (1 page, up to 250 words, does not count against overall page limit)

- **Standard Budget Form**

- **Budget Narrative** (Does not count against overall page limit)
- **Table of Contents** (Optional, does not count against overall page limit)
- **Project Narrative** (Up to 8 pages)
- **Appendices to the Project Narrative** (Optional, up to 32 pages) includes timelines, technical diagrams, organizational charts, maps, letters of support, résumés, etc.

- **Proposed Payment Schedule**
- **Statement of Additional Funds**

## Page Limits

**Your Project Narrative and Appendix must not exceed forty (40) pages.** The 40-page limit includes a Project Narrative of up to eight (8) pages and thirty-two (32) pages of appendices (e.g., tables, timelines, organizational charts, memoranda of understanding, technical designs, illustrations, maps, letters of support, résumés, and supporting documents).

**The 40-page limit does not include** the Executive Summary, Standard Forms (Application and Budget), table of contents, payment schedule, or budget information. You may go over the limit to include these items.

**It is important to stay within your page limits.** Reviewers will be instructed to ignore any portion of your application that extends beyond the prescribed page limits. Because the Project Narrative is limited to 8 pages, you should include information in the appendices that supports your application. CD-ROMs, disks, or video or audiotapes should not be included in your application.

## Page Formats

The application should be typed, single-sided, single-spaced, on 8" x 11" paper. Your text should be a font of no less than 12 points with margins of no less than one inch (1").

> This sentence is in 12-point font. Do not use a font size smaller than this in your application.

You should also number the pages of your application consecutively, starting with the first page of the Project Narrative. It is also helpful to number the pages of the appendices.

## Total Number of Copies

LSC requests that each applicant submit **one (1) original signed application and five (5) copies**. The application with original signatures should be clearly marked "Original." Each duplicate should be clearly marked "Copy."

To assist in the review process, the original application (designated "Original") and one of the five copies of the application should be secured with a binder clip (see illustration to the left).

The remaining four copies, which will be sent to the reviewers, should each be stapled.

Also, be sure to include copies of the Standard Application and Budget Form in the two binder clipped copies.

## Digital (electronic) submissions are also required

In addition to the physical delivery of the application, we require that the application be submitted in digital form (electronically) no later than the close of business on April 27, 2001. The Application page, Executive Summary, Table of Contents, Project Narrative, Budget Narrative, Proposed Payment Schedule, and Statement of Additional Funds must be submitted as Word, Rich Text Format, or plain text files. The Budget form should be in Excel. Forms may be found on the Technology Section of the Recipient Information Network. Any other required forms must be submitted in the formats provided. We do not require Appendices to be submitted electronically. However, it is advisable to submit Appendices electronically if they are already in an acceptable or readily convertible format. If you desire to submit Appendices that are not digitally formatted, e.g., news articles, please scan them and submit them in .pdf format. Submissions should be sent to techgrants@lsc.gov.

## Signatures

**An original signature is required** at the **bottom of** Technology Initiative Grants Application Form. **Failure to include an original signature on the application may result in the rejection of your application.** The Application should be signed by someone who is authorized to commit the applicant organization, such as the Chief Executive Officer, Chief Financial Officer, President, or Executive Director. Original signatures should be in **blue ink** so that the original application can be easily distinguished from application copies.

## Amendments to Applications after Application Deadline

LSC will **not** accept amendments to an application submitted after the application deadline unless specifically requested by LSC staff. We will notify you if any additional information is needed to evaluate the application. LSC may request information from applicants at any time.

### Changes in Applicant's Contact Information

If the contact information submitted on the ***Standard Application*** changes after submission, you should immediately notify LSC in writing. If possible, please use a street address, not a Post Office box, when completing this form.

### Waiver Requests

As stated in the ***Notice***, LSC does not intend to waive any provisions of the ***Notice***. However, under extraordinary circumstances, and when it is in the best interest of our targeted client community to do so, LSC may, on its own initiative or when requested, waive certain provisions in the ***Notice***. LSC cannot waive requirements that are statutory, only those that are discretionary. **Please note**, as described in the ***Notice***, requests to waive the application deadline will not be considered unless received by LSC prior to the application deadline.

- **If you plan to request a waiver prior to the application deadline**, you must write a letter, addressed to LSC, c/o the address listed at the beginning of this document, stating clearly (1) which provision(s) you are asking to be waived, and (2) the extraordinary circumstances that necessitate the request. **The request must be clearly identified as a "Waiver Request."** LSC cannot guarantee that it will be able to resolve waiver requests before the application deadline.
- **If you are requesting a waiver at the same time that you submit your application**, you must insert a document stating clearly (1) which provision(s) you are asking to be waived, and (2) the extraordinary circumstances that necessitate the request. **In order to ensure the timely processing of your waiver request, the request must be clearly identified as a "Waiver Request" and inserted immediately after the Standard Application Form.**

## *INSTRUCTIONS FOR PREPARING THE APPLICATION FORM*

Each application should begin with a completed Application Form. It is included with these Guidelines. You should check the box for the main grant category under which you are applying. Please check only one. If you think an application should be considered in another area as well, please so indicate in the Executive Summary as instructed below.

Next, please indicate the total amount of funds you are requesting from LSC, and the total cost of the proposed project. Also, give a brief description of the nature of the project. This should be no more than about six lines.

Finally, fill out the information identifying your program and the person you wish us to contact about your application, then sign and date the application.

## *INSTRUCTIONS FOR PREPARING A BUDGET*

As a component of the Project Feasibility review criterion, reviewers will analyze your budget request in terms of its clarity, cost-effectiveness, and consistency with the goals and objectives described in your Project Narrative. The proposed budget should be appropriate to the tasks proposed and sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project activities. The following section is intended to guide you through the process of preparing a budget for your application. It includes information on identifying and clarifying eligible costs and examples to help you prepare the required budget documentation.

### Budget Form

The Budget Form (included with these guidelines) is available from our web site as an Excel spreadsheet. To help you, you may download it, fill it out electronically, then print it. Be sure to fill in your grantee name and number. There are fifteen budget items that must be filled in. Each area is the total for that category. For example, item 5 is for equipment purchases. If you are buying a server, router and battery backup, the costs of all three items would be added together for this category. Use the sum of these costs in this form only. In your Budget Narrative, you will set out descriptions and specific costs for each of these items. The Budget Form is the summary, the Budget Narrative is for the detail.

For each of the fifteen categories, we want to see who is paying for what, so this form has five columns. They are for (a) the amount you expect to receive from LSC, (b) your contributions, (c) additional funds from other LSC-funded partners, (d) additional funds from non-LSC funded partners, and (e) the total of (a), (b) (c) and (d). If you use the electronic form, all calculations will be done for you.

### Budget Narrative

In the Budget Narrative, you will flesh out the budget items listed in the Budget Form. This is the place for detail. Also, it is the place for cataloging your proposed expenditures in relation to the project timetable. If the term of the project is for three years, you should give the proposed expenditures for each of those years. Most projects will have identifiable stages. LSC anticipates structuring the grants so that they are payable in installments, conditioned upon completion of these stages. You should identify the budget requirements for each of the different stages of the project in the Budget Narrative.

In order for the reviewers and program staff to evaluate your budget, you should fully explain each budget item. The budget must be reasonable for the tasks proposed, and the relationship of items in the budget to the Project Narrative, especially the project objectives, should be clearly defined and communicated.

When the grant award is made, you are committed to the share of the total project cost proposed in the application. Therefore, be sure that all additional funds proposed in an application are allowable, achievable, and defensible.

LSC will support most costs associated with a technology project. LSC allows costs for personnel, fringe benefits, computer hardware and software, other end-user equipment, telecommunication services and related equipment, consultants and other contractual services, travel, rental of office equipment, furniture and space, supplies, etc. that are allowable under the applicable cost principles. Unspecified administrative costs will not be funded. The only cost category specifically excluded is construction costs (see the Eligible Costs section of the ***Notice***).

***Discounts:*** You should also be aware that the value of products or services must reflect the fully discounted price to your organization. For instance, if you receive a 70% discount on computer equipment, then the value of the equipment should appear in the budget as the **actual amount you paid** (i.e., 30% of the total cost of the computer equipment).

***Program Income:*** As indicated in the ***Notice***, any program income generated by a proposed project is subject to special conditions and needs to be identified appropriately in the budget.

## *INSTRUCTIONS FOR PREPARING THE EXECUTIVE SUMMARY*

The second page of every application should be a concise, one (1) page Executive Summary, **not to exceed 250 words**. The Executive Summary is your first opportunity to introduce the reader to your project; it should be factual, brief, and focused on your efforts.

For Fiscal Year 2001, LSC will support projects in the following application areas:

- Innovation Projects
- Integration Projects
- Statewide Websites
- Statewide Technology
- National or Multi-state

In order to assign each application to a peer review panel with the appropriate expertise, LSC requires that each applicant identify one of the application areas listed above that best categorizes the project being proposed. Some projects may encompass or touch upon more than one application area. While LSC encourages cross-application area linkages, it is important that you select a primary area that constitutes the "best fit." For more details on the application areas, please see "Program Funding Priorities" in the ***Notice***.

**In order to facilitate the review of your application**, begin the Executive Summary with the following sentence: "This is a project intended for the [*choose one of the three application areas listed above*] primary application area."

If applicable, you can also choose another one of the application areas as a secondary area. Your Executive Summary's first sentence would then read: "This is a project intended for the Innovations Projects primary application area and Integration Projects as a secondary application area."

The Executive Summary should briefly cover the core aspects of the project and address the following questions:

- What are the goal(s) of the project?
- What are the anticipated outcomes and impact of the project?
- What is innovative about the project?
- How many sites are there and where are they located?
- What technologies are to be employed?
- What will users do with the technology?
- Who are the communities to be served?
- What organizations are participating as project partners?

## *INSTRUCTIONS FOR PREPARING THE PROJECT NARRATIVE*

The Project Narrative is your opportunity to convince readers that your project fits LSC objectives. It is the one place in the application where you have an opportunity to speak in your own voice, not filling out a form, not explaining budget details but speaking directly about the goals of your project, the means with which you expect to achieve your goals, the partners you plan to involve, and the people affected by the project outcomes.

Readers will review your presentation from the perspective of how well you address the ***Review Criteria*** defined in the Notice. Therefore, review the discussion of the seven ***Review Criteria*** in the ***Notice*** carefully before preparing your ***Project Narrative***.

The ***Project Narrative*** should start with a section that clearly identifies what your project is and what you hope to accomplish with it. Next, you should address each of the ***Review Criteria*** with seven clearly marked sections, one for each of the criteria.

### Appendices to the Project Narrative

In addition to the ***Project Narrative***, you have up to 32 pages to fully document your proposal. You can include timelines, technical diagrams, organizational charts, maps, letters of support, résumés, etc. You are encouraged to do so. For example, most technology projects will use outside firms and consultants for implementation. Information on the past projects and credentials of these firms and consultants will be essential in determining the likelihood of success. Be sure to give us as much information as you can.

## *GENERAL SUGGESTIONS*

- ***Be succinct and clear:*** Because of page limitations, you should discuss your project clearly and succinctly. Reviewers are less interested in jargon and exaggeration, and more interested in learning what you are proposing and how well you respond to the seven Review Criteria published in the ***Notice***.
- ***Review the Project Narrative once it is complete:*** One of the biggest mistakes applicants can make in writing their Project Narratives is to treat each of the Review Criteria as a separate and distinct writing task. Even though each section of the Project Narrative should correspond to the seven Review Criteria, each

should be viewed as a stage in a coherent and convincing presentation. It should not appear to the reviewers that various parts of a single narrative have been written by different people, and that no one appears to have read the narrative all the way through to check for spelling mistakes, stylistic inconsistencies, redundancies, factual omissions, and unexplained assumptions. A good strategy is to let someone who is not familiar with the project, but understands technology, read and critique the Project Narrative before it is sent to LSC.

- ***Do not use pointers to online resources:*** Because World Wide Web pages or other online resources can be altered after the close of the grant round, you cannot use pointers to online resources to augment your application. Reviewers will be instructed to ignore pointers to online resources. If you want to include documentation available on the Internet, you should print the material and include it in your appendix.
- ***Use appendices to expand your presentation:*** Please keep in mind that you are writing to a diverse group of readers — independent reviewers, LSC staff, and the LSC selecting official. You should not assume that the people who are reading your application know any information about you, your organization, your project, or the individuals in the communities you are trying to impact. Use the thirty-two (32) pages allocated for appendices to expand upon the points you want to discuss in greater detail.
- ***Check each copy of the original application:*** Reviewers can only evaluate proposals using the documentation that you provide. It is your responsibility to ensure that the one original and all copies you submit include the required material.

## *FOR FURTHER INFORMATION, CONTACT:*

Glenn Rawdon, Program Counsel for Technology, Telephone: 202.336.8868; Fax: 202.318.4508; E-mail: grawdon@lsc.gov or techgrants@lsc.gov; or Tim Watson, Program Counsel, watsont@lsc.gov, 202-336-8941, Fax: 202-336-7272.

| **Legal Services Corporation**<br>**Technology Initiative Grants 2001**<br><br>**Application Form** | TIG Number: | |
|---|---|---|
| | Date Received: | |
| | For LSC Use Only | |
| **Grant Category** (check one)<br>☐ Integration<br>☐ Innovation<br>☐ Statewide Web Sites<br>☐ Statewide/Regional Technology<br>☐ National/Multi-State Technology | **Grant Term** (check one)<br>☐ One year<br>☐ Two year<br>☐ Three year<br>☐ Other (# of months)_____ | |
| Total Grant Request: $ | Total Project Budget: $ | |
| Brief Description of Proposed Project: | | |

## Applicant Information

| | |
|---|---|
| LSC Grantee Name | |
| LSC Grantee Number | |
| Street Address | |
| City | |
| State | |
| Zip | |

## Contact Information

| | |
|---|---|
| Contact Name | |
| Street Address | |
| City | |
| State | |
| Zip | |
| Telephone Number | |
| Fax Number | |
| E-mail Address | |

| Typed Name of Authorized Representative | Title |
|---|---|
| Signature of Authorized Representative | Date Signed |

**Legal Services Corporation**
**FY 2001 Technology Initiative Grants**
**Budget Form**

| TIG Number: | |
|---|---|
| For LSC Use Only | |

**Grantee Name:** _____

**Grantee Number:** _____

| | | a | b | c | d | e |
|---|---|---|---|---|---|---|
| | | **LSC Grant Request** | **Program Project Contributions** | **Funds from Other LSC-Funded Partners** | **Funds from Non-LSC Funded Partners** | **Total Columns a through d** |
| 1 | Personnel | | | | | |
| 2 | Fringe Benefits | | | | | |
| 3 | Space Cost (rent/lease) | | | | | |
| 4 | Travel | | | | | |
| 5 | Equipment (Purchase) | | | | | |
| 6 | Equipment (rental) | | | | | |
| 7 | Telecommunications band width charges | | | | | |
| 8 | Communications (Other) | | | | | |
| 9 | Software | | | | | |
| 10 | Supplies | | | | | |
| 11 | Contracts | | | | | |
| 12 | Project Evaluation Costs | | | | | |
| 13 | Training | | | | | |
| 14 | Project Audit Costs | | | | | |
| 15 | Other: (Please Specify) | | | | | |
| | **Total All** | | | | | |
| | **Percentages** | | | | | |

*Technology Initiative Grant Number:* _____ [1]

**LSC 2001 TECHNOLOGY INITIATIVE GRANT - *PROPOSED PAYMENT SCHEDULE with explanatory footnotes.***

*Applicant Name:* _____ *Applicant's LSC Grantee Number:* _____

*Proposed Grant Amount: $* _____ *Proposed Grant Term:*[2] _____

| **Period of Activity** [3] | **Milestones Reached** [4] **NOTE:** *Italicized content is for example purposes only.* | **Payment Type** | **Amount Requested** |
|---|---|---|---|
| | | Initial | *75,000* [5] |
| *Months 1-6* | *1 - Publish notices on technology position and hire. 2 - Obtain prior approval (reg. 1630.5) and purchase server, remote workstations, software, and licenses. 3 - Set meeting schedule for substantive law content and pro se materials and begin content generation.* | Interim | *29,000* [6] |
| *Months 7-10* | *1- Complete and test all physical installations. 2 - Complete domestic relations content. 3 - Complete initial site design. 4 - Consultation for accessibility completed.* | Interim | *23,500* |
| *Months 11-18* | *1- Complete consumer and housing modules. Add content to site and complete tests for content accessibility. Begin end-user evaluation.* | Last Interim | *22,500* [7] |
| *Months 19-24* | *System has been fine-tuned and evaluated. All evaluation and reporting is completed.* [8] | Final | *5,000* |
| | | **Total:** [9] | *175,000* |

[1] Will be generated by TIG staff

[2] Expressed in years or total months, e.g., 2 years, e.g., 18 months

[3] Periods of activity should be determined by the activities proposed for the period. Also, as shown, the activity periods can vary in length. The total of all periods should equal the Proposed Grant Term.

[4] These are interim achievements that move the project forward and entitle the recipient to the next payment. There is no set number of milestones and interim payments.

[5] There is no set amount for the initial payment. It is made immediately upon execution of the grant agreement and should be reasonably related to the expenses that will be incurred during the next period of activity. All payments are prospective (for the work to be performed in the next activity period) except for the Last Interim payment. See footnotes 7 and 8.

[6] As shown, interim payments need not be divided into equal amounts. (In fact, that would be exceptional.) Interim payments are made when the milestones identified to the left of each requested payment have been reached.

[7] Since payments are prospective, applicants should reduce the last interim payment by an amount that LSC will withhold as a final payment until all evaluation and reporting is complete. In this case, the sample recipient designated $5,000 for withholding.

[8] Final payment will be made only upon completion of all evaluation and reports.

[9] Equals Proposed Grant Amount.