



LOUISIANA BAR  
FOUNDATION  
FUNDING CIVIL LEGAL AID

May 2020

EXECUTIVE DIRECTOR  
GRANTEE  
ADDRESS  
CITY, STATE ZIP

Re: Annual/Sustaining Grant #2020-GRANTEE #

Dear FIRST,

The Louisiana Bar Foundation is pleased to announce the approval of your grant application for the 2020-2021 grant year in the amount of \$AWARD, **consisting of new funds and any 2019-2020 carryover**, in support of the activities outlined in your grant application. **The following documents are enclosed and should be uploaded to your grantee portal by June 30, 2020: 1) Grant Agreement; 2) Revised Budget; 3) Communications Document with client stories; 4) any outstanding reporting for 2019-2020.** The grant period will begin on July 1, 2020 and end June 30, 2021. The total budget line items must equal your grant award, inclusive of your 2019-2020 carryover funds. New line items may NOT be introduced in the Revised Budget and LBF funds should be allocated primarily to personnel line items rather than non-personnel. Non-personnel line items shall not exceed 20% of the total grant award.

Once the required award documents are received, the first quarter payment of the 2020-2021 grant will be issued. Thereafter, checks will be issued in accordance with the Grant Agreement on the enclosed, approved formats. **Please note, any publications displaying LBF recognition are a required part of quarterly reporting. Payments will NOT be processed for the following quarter if you fail to submit all parts of the quarterly report on the approved formats.**

**Please be aware there are several changes to the grant agreement. Award recipients are responsible for reviewing the updated agreement in its entirety.**

Should you have any questions, please do not hesitate to contact me at the LBF office.

Sincerely,

Renee LeBoeuf  
Grants Manager

enclosures

LOUISIANA BAR FOUNDATION

GRANT AGREEMENT

This Grant Agreement is made this day by and between the LOUISIANA BAR FOUNDATION (hereinafter referred to as Foundation) and **ORGANIZATION** (hereinafter referred to as Grantee), and bears the designation of Louisiana Bar Foundation Grant **#GRANTEE NUMBER**. The grant period covered by this Agreement is from **July 1, 2020 to June 30, 2021**.

I. INTRODUCTION. The Provisions of this Agreement are applicable to and binding upon recipients of Grants from the Louisiana Bar Foundation. The Grantee understands that the acceptance of a grant creates a legal duty on the part of the Grantee to use the funds in accordance with the terms of the grant and to comply with all provisions and conditions of this Agreement. It is understood and agreed by the Grantee that whenever the Foundation finds that the Grantee is not complying with the terms and conditions of this Agreement or has diverted grant funds for purposes other than those for which they are awarded or paid, it shall make no further grants or payments on current grants until the Grantee repays or arranges for repayment of all grant funds which have been improperly diverted or expended.

II. ACCEPTANCE. Grantee hereby signifies its acceptance of a project grant entitled ORGANIZATION Grant Number **GRANTEE NUMBER** in the amount of **\$AWARD** from the Foundation.

III. GRANT CONDITIONS. The Grantee agrees to administer the project in compliance with the following terms and conditions:

A. Grantee represents that all information contained in the Grants application is true and correct and it agrees to administer the project in full compliance with the information contained in the application and the revised budget (if applicable) and that all funds will be used totally for the purposes set forth and represented therein.

B. The grant of the award listed in Section II is contingent upon, and expressly subject to, the availability of funds from the IOLTA Program administered by the Louisiana Bar Foundation. The grant of an award or the payment of any part or portion thereof, is subject to the sole

exclusive discretion of the Bar Foundation and may be withheld or withdrawn by the Foundation for any reason whatsoever. In the event that the payment of an award is restrained or otherwise precluded by any court order or delayed, deferred or withdrawn by the Foundation in its sole discretion, the Grantee acknowledges that the Foundation is not responsible or liable for any losses, claims or damages, special or consequential losses or damages, loss of anticipated revenue, recoveries, or collections, or any other financial or economic loss, however caused, arising out of the non-payment of an award, or any portion thereof. No additional or future funding may be implied.

C. In the event the Foundation in its sole judgment determines that the Grantee has failed to comply with any of the terms and conditions of the Grant Agreement, the Foundation may in its sole discretion immediately terminate the grant and may request a full refund of all funds previously advanced. Within 30 days from the date of receipt of such notice of termination and request for refund, the Grantee shall repay to the Foundation all such funds previously advanced.

IV. GRANT ACCOUNTING, RECORDS AND REPORTS.

A. **The Grantee shall use Louisiana's Statewide Case Management System (Prime) for all data collection and case management, if applicable, and agrees to maintain records and accounts consistent with generally accepted accounting principles.** Grantee shall provide for such physical control as is necessary to assure proper disbursing of and accounting for project funds. If the Grantee organization receives Temporarily Restricted funds from more than one source the Grantee must maintain a fund or supplemental schedule for this GRANT, to be furnished in required periodic reports. In financial statements issued under FASB Statement No. 117, **an organization which receives Temporarily Restricted funds from more than one source is required to provide a segregated supplemental schedule in audited financial statements showing the revenues and line item expenditures for the grant for the period under audit.**

B. Financial statements issued under FASB Statement No 117 are to classify GRANT funds as "Temporarily Restricted" in financial statements. Unused GRANT funds at June 30, 2020 may not be classified in the Temporarily Restricted Net Assets *unless* permission has been granted in writing to carry over unused funds to the next calendar year (see paragraph V.(E) below); if the approval has been requested but not yet granted or denied, then the unexpended funds may be shown in

Temporarily Restricted Net Assets with disclosure. Otherwise, unearned balances at June 30 are liabilities to be identified by funding source in the footnotes or a supplemental schedule. For financial statements issued for fiscal years ending on any date other than June 30, or if permission to carryover GRANT funds to the following fiscal year has been granted in writing, the detail of Temporarily Restricted Net Assets must be disclosed by funding source in the footnotes or a supplemental schedule.

C. The Grantee agrees that any personnel paid with GRANT funding must be properly classified as either employee or independent contractor following IRS guidelines. Employees paid by GRANT funding must receive all benefits due all employees of the Grantee organization. Furthermore, Grantee must timely file reports on and remit all State and Federal payroll taxes and withholdings. Grantee must issue Form 1099 on independent contractors.

D. The Grantee certifies that accounts and supporting documentation relating to project expenditures will be adequate to permit an accurate and expeditious audit by the Foundation or by its designated representative.

E. The Grantee will maintain records and accounts for this project for a period of not less than three (3) years after the Foundation accepts its final report.

F. The Grantee agrees to maintain records to demonstrate that any cost-sharing contributions are not less than the amount indicated on the grant application or any subsequent document or any revision thereof which is approved by the Foundation. The Grantee further agrees to secure reasonable written proof of the value of these contributions to the project and to maintain such proof in a form that will permit an accurate and expeditious audit.

G. 1. Grants will be made on a fiscal year basis unless otherwise noted in the grant award. An initial payment of one-fourth of the amount granted will be made within 30 days of the effective date of the grant award unless otherwise noted in the award letter. Thereafter, Grantee will at the beginning of each quarter submit to the Foundation a one-page narrative explaining the Grantee's use of grant funds for the quarter and a **quarterly financial report on an approved financial reporting form**, showing the receipts and disbursements of the grant monies for that quarter. **Grantee will also submit a quarterly case report on an approved case reporting form.** Also, Grantee will submit quarterly copies of news articles **or any type of publication** mentioning **LOUISIANA BAR**

**FOUNDATION** funding of the project, and/or a narrative description of any coverage through live or recorded media. **Failure to submit all parts of the quarterly report will result in nonpayment of quarterly payment.** Those grantees who are direct recipients of Legal Services Corporation funding shall also disclose in quarterly reports any activities conducted with GRANT funding which are not permitted for their LSC funds. After receipt of this report and the filing of an appropriate payment request, the next payment will be made.

2. Within 30 days of the termination of the grant a Final Report must be submitted by the Grantee to the Foundation. The Final Report must include:

- a. One copy of a final report on the grant project, including a complete statement of income and expenses and a complete accounting of any cost sharing contributions;
- b. One copy of a final narrative report providing a detailed description of the project as it actually occurred;
- c. One copy of all audio-visual, literary products and publications resulting from the project;
- d. Copies or synopses of publicity mentioning LOUISIANA BAR FOUNDATION not previously supplied with quarterly reports;
- e. A statistical report in the form prescribed by the Foundation showing the number and types of cases funded through the GRANT, if the Grantee serves indigent clients;
- f. One copy of the Grantee's annual audit;
- g. One copy of the Grantee's auditor's management letter;
- h. An annual report listing of all pro bono volunteer attorneys reflecting number of cases handled and total pro bono hours donated per attorney and;

i. Those grantees who are direct recipients of Legal Services Corporation funding shall also disclose in final reports any activities conducted with GRANT funding which are not permitted for their LSC funds.

V. LIMITATIONS ON USE OF GRANT FUNDS.

A. Grant funds may be expended only for those project purposes and activities set forth in the grant application form and budget originally approved by the Foundation, or as subsequently amended and approved in writing by the Foundation. Written requests for amendments must be submitted and approved prior to significant revisions of the following:

1. Changes of project scope, purpose, activities, dates times, or principal participants;
2. Changes in the project director or other professional personnel identified in the approved proposal;
3. Changes in the project budget which exceed 10% in any line item, or which introduce or eliminate categories of expenditures;
4. Changes in duration of the grant period (such changes must be requested at least 30 days prior to the termination of the grant period); and
5. Decreases in the level of any cost-sharing contributions specified in the grant application form which exceed 10% in any category.

**B. Any special restrictions or stipulations in the Foundation's award letter are a part of this grant agreement and its conditions.**

C. Those grantees who are also subrecipients of the Legal Services Corporation must use GRANT funds only for those activities permitted for use of LSC funding, regardless of any LSC regulations or rules to the contrary except that funds provided under this grant may be used

1. to respond to requests of legislative and administrative bodies;
2. to comment in public rulemaking;
3. to engage in local and state self-help lobbying;
4. to pay dues to any private or non-profit organization;

5. to provide legal assistance to aliens regarding the prevention of, or obtaining relief from, spousal/family battery or cruelty;
6. to provide representation in cases in which statutory attorney fees are awarded and in which representation is allowed under the provisions of 45 CFR §1609, when
  - a. the collection of such fees will not diminish the return to the client; and
  - b. such fees are paid directly to the pro bono project or donated to the pro bono project by the attorney.
7. In regard to activities funded by the GRANT, subrecipients of LSC funding may waive client identity and statement of case facts disclosure forms otherwise required under CFR §1636, timekeeping requirements for cases and other activities otherwise required under CFR §1635, and the priority-setting procedures otherwise required under CFR §1620.

Otherwise, any other use of the GRANT funds for purposes not also allowed for LSC funds must be approved in writing by the Foundation.

Subrecipients of LSC funding are cautioned to seek counsel on whether accepting such statutory attorney fees will have any effect on their IRC §501(c)(3) status and to warn participating attorneys of possible income tax consequences.

D. All Foundation funds, or properties acquired with Foundation funds, which are determined after audit and hearing to have been improperly applied, must be returned to the Foundation.

E. Any funds received that remain uncommitted at termination of this grant period may be retained by the Grantee only if permission is requested in writing to the Executive Committee of the Foundation and received from the Foundation. A revised budget for all GRANT funds in the following grant year must be submitted with the request; the request should explain the reason for unexpended funds and the proposed use of these unexpended funds in the following grant year. This request should be submitted no later than the final report for this grant period.

VI. PROJECT INCOME.

A. Any revenue resulting from the project or sources other than the Foundation must be applied to the cost of the project and should be reported as "cost-sharing" on the budget form.

B. Any net income earned through project related activities, including the sale or rental of publications, video tapes, and films, shall be applied to the expenses of the project, deducted from the amount of the grant, or used to reimburse the Foundation for grant funds previously received.

VII. **GRANTEE RECOGNITION COMPLIANCE.**

**A. Grantee must use the LBF logo or LBF acknowledgement on informational brochures, printed programs annual reports, press or publicity releases, grantee's website, official letterhead, newsletters, and any other advertisements or announcements regarding Foundation funded services.**

B. All films, audio and video recordings produced under a Foundation grant must include acknowledgment of Foundation support, using the following wording:

*"This program is made possible in part by a grant from the Louisiana Bar Foundation."*

VIII. **MODIFICATIONS.** There shall be no modification of the terms of this Agreement without written authorization from the Louisiana Bar Foundation. The Foundation shall not be liable for any costs incurred by the Grantee which are not in conformance with the terms of this Agreement.

IX. **LIABILITY.** In making this grant, The Louisiana Bar Foundation does not assume any liability or responsibility for the actions of the Grantee in carrying out the purposes of the grant.

X. **INDEMNIFICATION.** Grantee hereby agrees to indemnify and hold harmless the Foundation and its Board against and in respect of all liabilities and obligations of, or claims against the Foundation and its Board, including all actions, suits, proceedings, demands, assessments, judgments, legal fees, costs and expenses arising out of Grantee's actions under this Agreement; provided, however, that Grantee shall not indemnify the Foundation and its Board with respect to any liabilities arising from the Foundation and its Board's breach or noncompliance with the specific terms of this Agreement.

XI. **NONCOMPLIANCE.** Failure of the Grantee to comply promptly with any and all provisions of the Grant Agreement shall be sufficient cause for the Grant Agreement to be terminated.

Such termination shall be effective upon receipt by the Grantee of written notice from the Foundation.



XII. DISCRIMINATION. Grantee will not discriminate on the basis of race, color, religion, sex, age, handicap, or national origin against (1) any person applying for employment or employed by the applicant with respect to any personnel action proposed or taken concerning the applicant or employee; or (2) any person seeking participation in, or the benefits or proceeds of, the program or projects supported in whole or part by this grant.

XIII. CHOICE OF LAW. This Agreement shall be governed by the laws of the State of Louisiana. Grantee agrees to comply with any and all State or Federal regulations and laws governing the funds associated with this Agreement.

XIV. COOPERATION WITH LBF PROGRAMMING AND CAMPAIGNS. The Foundation may from time to time develop programs and campaigns designed to promote the coordinated development of financial resources by and among its grantees. Grantee agrees that it will cooperate with and participate in all such programs and campaigns. Participation will not preclude or restrict Grantee from engaging in its own resource development efforts.

XV. MANDATORY BOARD TRAINING. The Foundation may from time to time sponsor or host Board training events designed to strengthen leadership and train board members in general. Grantee agrees its Board members will cooperate with and participate in all such training events, as may be requested and/or required by the Foundation. Participation in required training is a requirement of any Foundation grant, and any grant may be suspended or revoked for failure to comply with such requirements.

**XVI. OVERSIGHT, AUDITS, & INVESTIGATIONS. In addition to quarterly and final reports, Grantee is required to submit compliance and/or quality assurance audits conducted by other state and federal funding sources. The Foundation may oversee, audit, monitor, or investigate Grantee operations. Grantee will cooperate with the Foundation during programmatic, compliance, or other oversight evaluations, audits, monitoring, and investigations, and will timely and satisfactorily resolve any resulting findings, recommendations, significant deficiencies, material weaknesses and corrective actions.**

**XVII. COMMUNITY RESOURCES. The Foundation invests in resources that directly benefit the civil legal aid network and its grantees. As such, Grantee is required to cooperate, participate and engage in these resources.**

- A. The Foundation engages with strategic communication partners to assist with increasing visibility and understanding of the need for civil legal aid.**
- B. The Foundation collaborates with legislative advocacy organizations to promote systemic changes for vulnerable populations; to seek policy changes in access to justice; to collaborate with Grantees to deepen impact of the Foundation’s ecosystem; and to support other technology initiatives in the civil legal aid network.**
- C. The Foundation supports technology assistance resources and support and public access technology projects that advance the Louisiana Civil Legal Navigator.**

WITNESS OUR SIGNATURES, this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_(year)

GRANTEE NUMBER  
ORGANIZATION

LOUISIANA BAR FOUNDATION

By: \_\_\_\_\_

By: \_\_\_\_\_  
Harry J. “Skip” Philips  
President, Louisiana Bar Foundation

**LOUISIANA BAR FOUNDATION  
REVISED BUDGET**

Line items must be in accordance w/original grant request filed.  
The total of all line items should equal the grant award  
New line items MAY NOT be introduced.

**Name of Organization:** \_\_\_\_\_

**Name of Program:** \_\_\_\_\_

**Grant Period July 1, 2020 - June 30, 2021**

<b>COST CATEGORY</b>	<b>2020-2021 ANNUAL/ SUSTAINING Funds</b>	<b>2019-2020 CARRYOVER Funds</b>	<b>TOTAL Budget</b>
<b>PERSONNEL:</b>			
Exec. Director/Admin. ( )			
Lawyers (No. )			
Other Staff (No. )			
Employee Benefits			
Contract Attorney Services			
Fellowships			
<b>SUBTOTAL: PERSONNEL COSTS:</b>			
<b>NON-PERSONNEL COSTS:</b>			
Contract Paralegal Services			
Audit Fees (prorata)			
Contract svcs, other: Identify: _____			
Court fees, etc:			
Mortgage payments, (prorata),			
or, Facility rent/lease (prorata)			
Facility utilities:			
Telephone			
Insurance (liability, flood, etc.)			
Professional dues, etc			
Mileage, tolls: within service area			
Training: Travel (attach itemization)			
Training: other costs (attach itemization)			
Purchase of Equipment: (attach itemization)			
Library updating			
Office supplies:			
Other: _____			
Other: _____			
Other: _____			
Other: _____			
<b>SUBTOTAL: NON-PERSONNEL COSTS:</b>			
<b>TOTAL</b>			



**LOUISIANA BAR  
FOUNDATION**  
FUNDING CIVIL LEGAL AID

**LBF Quarterly Report Checklist**

*Please submit completed checklist with every quarterly report.*

*Failure to submit all parts of the quarterly report will result in nonpayment of quarterly payment.*

Brief narrative explaining use of grant funds for the quarter.

Quarterly financial report on approved financial reporting form.

Quarterly case report on approved case reporting form.

Quarterly copies of news articles or any other type of publication mentioning LBF funding of the project, and/or a narrative description of any coverage through live or recorded media.

**LOUISIANA BAR FOUNDATION**  
**Approved Financial Reporting Form**  
**Grant Period: July 1, 2020 - June 30, 2021**

Grantee Name \_\_\_\_\_

Line Item Description	LBF Approved Budget (effective 07/01/2020)	2019-2020 Carryover	2020		2021		Total	(Over) Under Budget
			1st Quarter ending 09/2020	2nd Quarter ending 12/2020	3rd Quarter ending 03/2021	4th Quarter ending 06/2021		
TOTAL								

**To be completed by Grantee:**  
**Submitted by:** \_\_\_\_\_  
 Name  
**Date:** \_\_\_\_\_

**Louisiana Bar Foundation**  
**APPROVED Case Reporting Form (analysis of all cases funded by LBF grant only)**  
**Legal Assistance to the Poor (LSCs, Domestic Violence Programs, Other Legal Services)**  
**Grant Period: July 1, 2020 through June 30, 2021**

**Grantee:** \_\_\_\_\_

**Grantee Number:** \_\_\_\_\_

<u>TYPES OF CASES HANDLED</u>	<u>OPEN CASES as of July 1</u>	<u>1st qtr. End 9/2020</u>	<u>2nd qtr. End 12/2020</u>	<u>3rd qtr. End 3/2021</u>	<u>4th qtr. End 6/2021</u>	<u>CASES CLOSED</u>
Domestic Violence/TROs/Pos Separation	_____	_____	_____	_____	_____	_____
Contested Divorce	_____	_____	_____	_____	_____	_____
Uncontested Divorce	_____	_____	_____	_____	_____	_____
Custody/Visitation	_____	_____	_____	_____	_____	_____
Adoption	_____	_____	_____	_____	_____	_____
Tutorship/Guardianship	_____	_____	_____	_____	_____	_____
Name Change	_____	_____	_____	_____	_____	_____
Child Support	_____	_____	_____	_____	_____	_____
Other Family Law:	_____	_____	_____	_____	_____	_____
Wills and Succession	_____	_____	_____	_____	_____	_____
Child Abuse & Neglect	_____	_____	_____	_____	_____	_____
Administrative Law	_____	_____	_____	_____	_____	_____
Medicare Benefits	_____	_____	_____	_____	_____	_____
Unemployment Compensation	_____	_____	_____	_____	_____	_____
Worker's Compensation	_____	_____	_____	_____	_____	_____
Veterans Benefits	_____	_____	_____	_____	_____	_____
Social Security	_____	_____	_____	_____	_____	_____
SSI	_____	_____	_____	_____	_____	_____
AFDC/Other Welfare	_____	_____	_____	_____	_____	_____
Immigration	_____	_____	_____	_____	_____	_____
Real Estate and Housing	_____	_____	_____	_____	_____	_____
Home Ownership/Real Property	_____	_____	_____	_____	_____	_____
Landlord/Tenant	_____	_____	_____	_____	_____	_____
Public Housing	_____	_____	_____	_____	_____	_____
Other Housing	_____	_____	_____	_____	_____	_____
Public Utilities	_____	_____	_____	_____	_____	_____
Bankruptcy	_____	_____	_____	_____	_____	_____
Loan Modification	_____	_____	_____	_____	_____	_____
Debt Relief	_____	_____	_____	_____	_____	_____
Foreclosure Prevention and Mediation	_____	_____	_____	_____	_____	_____
Foreclosure Relief	_____	_____	_____	_____	_____	_____
Principal Reduction	_____	_____	_____	_____	_____	_____
Refinancing	_____	_____	_____	_____	_____	_____
Wrongful Foreclosure	_____	_____	_____	_____	_____	_____
Collection/Repossession/Garnishment	_____	_____	_____	_____	_____	_____
Contracts/Warranties	_____	_____	_____	_____	_____	_____
Liens/Installment Purchase	_____	_____	_____	_____	_____	_____
Unfair Sales Practice	_____	_____	_____	_____	_____	_____
Other Consumer/Finance	_____	_____	_____	_____	_____	_____
Income Maintenance	_____	_____	_____	_____	_____	_____
General Law/Tort Defense	_____	_____	_____	_____	_____	_____
Mental Health	_____	_____	_____	_____	_____	_____
Physically Disabled Rights	_____	_____	_____	_____	_____	_____
Other Health	_____	_____	_____	_____	_____	_____
Job Discrimination	_____	_____	_____	_____	_____	_____
Wage Claims	_____	_____	_____	_____	_____	_____
Other Employment	_____	_____	_____	_____	_____	_____
Civil Rights	_____	_____	_____	_____	_____	_____
License/Acts/other	_____	_____	_____	_____	_____	_____
<b>HEARINGS ATTENDED</b>	_____	_____	_____	_____	_____	_____
<b>TRIALS ATTENDED</b>	_____	_____	_____	_____	_____	_____
<b>COURT PETITIONS FILED</b>	_____	_____	_____	_____	_____	_____
<b>TOTAL CASES OPENED</b>	_____	_____	_____	_____	_____	_____
<b>TOTAL CASES CLOSED</b>	_____	_____	_____	_____	_____	_____
<b>TOTAL CASES</b>	_____	_____	_____	_____	_____	_____



# LOUISIANA BAR FOUNDATION

FUNDING CIVIL LEGAL AID

## Help Us Help You!



**The LBF is working to increase the visibility and understanding of the need for basic civil legal aid services for those who cannot afford them.**

Congratulations on your grant! This year your quarterly reports must include copies of news articles or any type of publication mentioning LOUISIANA BAR FOUNDATION funding of the project, and/or a narrative description of any coverage through live or recorded media.

- Grantee must use the LBF logo or LBF acknowledgement on informational brochures, printed programs annual reports, press or publicity releases, grantee's website, official letterhead, newsletters, and any other advertisements or announcements regarding Foundation funded services.
- All films, audio and video recordings produced under a Foundation grant must include acknowledgment of Foundation support, using the following wording: "This program is made possible in part by a grant from the Louisiana Bar Foundation."

We need your client stories, program successes, and outcomes. Please submit these with your grant documents.

If I can be of assistance to your organization in any way, please do not hesitate to call me. Two versions of the LBF logo have been emailed to you. I look forward to working with you.

Dennette Young, LBF Communications Director  
504-561-1046  
dennette@raisingthebar.org

**Complete and sign this form and return to our office with your grant contract.**

**LBF funding categories:**

Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Building Capital Development | <input type="checkbox"/> Loan Repayment Assistance Program            |
| <input type="checkbox"/> Children's Legal Services    | <input type="checkbox"/> Jock Scott Community Partnership Panel Grant |
| <input type="checkbox"/> Domestic Violence Program    | <input type="checkbox"/> Pro Bono Project                             |
| <input type="checkbox"/> Law-Related Education        | <input type="checkbox"/> Other Legal Service Provider                 |
| <input type="checkbox"/> Legal Services Corporation   |   |

**Contact information:**

We realize that some contact information is sensitive and cannot be made public; therefore, below please include only information that we can publicize on our web site.

Organization Name: \_\_\_\_\_

Program name (if different from organization name): \_\_\_\_\_

Web address: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Social Media:**

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

**Please sign below and submit this form with your grant documents**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you! We look forward to working with you this year!**