

California Access to Justice Commission
State Legal Aid Infrastructure & Innovation Grants

LETTER OF INTENT

BACKGROUND

In order to improve equal access and the fair administration of justice, the State has appropriated \$5,000,000 through the Judicial Council for the California Access to Justice Commission (CalATJ) to provide Legal Aid Infrastructure & Innovation grants to nonprofit organizations that provide civil legal services to indigent persons.

Project funds must be used to support the (1) infrastructure and/or (2) innovation needs of legal services in civil matters for indigent persons as defined by individuals living at or below 200% FPT. Innovation and Infrastructure project examples will be shared on the CalATJ website; please check calatj.org for updates.

Organizations interested in applying for funds may submit a Letter of Intent (LOI) between October 18 (or sooner) and October 29, 2021 using the SmartSimple portal that will be available at calatj.org. The CalATJ will review LOIs and invite candidates to submit a formal application.

ORGANIZATION INFORMATION

Organization Name:

Organization EIN:

Organization Website:

Contact Name, Title:

Contact Email Address:

Contact Phone Number:

Funding Amount Requested:

Project Budget *(if funding amount requested sits within larger project):*

Organization Budget:

Describe your organization (drop down):

- Tax Exempt 501(c)(3) that provides civil legal aid to indigent persons
- A unit that provides civil legal aid to indigent persons that is housed within a 501(c)(3) with broader purposes
- A college or university that is an agency of a government or political subdivision pursuant to 511(a)(2)(B)
- Other (please describe)

PROJECT INFORMATION

LOI Component	Suggested Word Count	Applicant Instruction
Summary Statement	200-350	If someone reads only the summary, they should

	(max 400)	understand why this grant should be funded. Key information includes: what you propose to do with funds, what you hope to achieve, who will be impacted, and why it will make a difference.
Brief Organization Description	100-200 (cap at 250)	State your mission, the community(ies) you serve, your capacity to carry out the proposed grant activities, and any differentiating factors of the organization (unique community connections, areas of expertise, etc.).
Statement of Need	200-300 (cap at 350)	Describe the “why”: Depending on the nature of the project proposed, this may be a description of the population the organization serves and an articulation of the community needs, or it may be a description of organizational needs and the issues the organization will address with these grant funds.
	Drop down (yes/no)	Will your services be focused on rural communities?
	Drop down (yes/no)	Will your services be focused on underserved immigrant communities regardless of immigrant status?
Project Description / Methodology	200-350 (cap at 500)	Describe the “what” and “how”: Overview of infrastructure and/r innovation activities that will address the stated need, and key project planning components (e.g. resources, timeline, outputs)
	100-250 (cap 300)	Do your proposed grant activities involve partnerships or collaborations with community-based nonprofits and/or other Legal Services Organizations? If so, identify the nonprofits, the reason for the partnership, partner roles, and how the partners will help you meet your grant goals and objectives.
Outcomes & Impact	150-250 (cap at 300)	State the outcomes the organization hopes to achieve (internal and/or external outcomes), including how the completion of this project will affect the organization’s ability to provide civil legal services to indigent persons, and the metrics for its success
Grant Budget	50-100 (cap at 150)	Provide a high level breakdown of how requested funds will be used, with a focus on what staff will be paid for with grant funds and any large expenditures anticipated.
Additional Factors	50-100 (cap 150)	Do your grant deliverables contribute to the broader legal services ecosystem by piloting new strategies, building statewide infrastructure, or does it otherwise contribute to the legal aid learning community?