

# MAINE CIVIL LEGAL SERVICES FUND COMMISSION FUNDING GUIDELINES

## The Maine Civil Legal Services Fund

The Maine Civil Legal Services Fund (MCLSF) was established by the Legislature, 4 M.R.S.A §18-A, to provide funding to support the provision of fee civil legal services to low-income people or the needy elderly in Maine. The Maine Civil Legal Services Fund Commission (Commission) is composed of three Commissioners appointed for three-year terms by the Chief Justice of the Maine Supreme Judicial Court. The Court has promulgated rules to guide the Commission in its allocation of funding to legal service providers who submit applications.

### Qualifying Organizations

The following legal service providers may receive disbursements from the Fund:

- Non-for-profit organizations whose missions include the provision of free civil legal services and which have at least one year experience in providing such services;
- Legal aid clinics of accredited law schools operating exclusively in Maine;
- Programs whose primary mission is to coordinate *pro bono* legal services for low-income people in Maine;
- Two or more entities may submit a joint application for funding. Joint applications will not be given preference solely on the basis of being a joint application.

### Exclusions

Funds may not be disbursed for:

- For-profit organizations;
- Lobbying as defined in 3 M.R.S.A. §312-A(9), unless the recipient is responding to a request by a Legislator or a member of the Executive Department.

### Application for Funding

The Commission will make funding allocations on the basis of written application submitted to:

Calien Lewis  
Executive Director  
Maine Bar Foundation  
40 Water Street  
Hallowell, Maine 04347  
Or by filing electronically at [jgilbert@mbf.org](mailto:jgilbert@mbf.org)

Applicants must submit an original and three copies of the application and attached materials if submitting by mail. The Commission may request additional or clarifying information when needed for proper review of the application.

## SELECTION CRITERIA

The Commission will use the selection criteria set forth in Section 4 of the Rules for the Maine Civil Legal Services Fund Commission promulgated by the Supreme Judicial Court on July 1, 2007. Criteria are listed below. Funds may be sought for operational support or specific programs.

- Client centered and responsive to the needs of low-income people or communities
- Provides needed access to justice in an effective manner
- Collaborates with other legal aid and community services, and other entities doing similar work
- Serves a broad area, if possible, and does not duplicate existing services
- Innovative in approach, with the potential to foster substantive improvements
- Has the potential for independent financial and programmatic continuity, including independent funding sources
- Includes a meaningful evaluation component to measure the desired objectives
- Well planned and presented, with reasonable and obtainable objectives
- Establishes time parameters for the project to reach its objectives, and an economically feasible budget
- An established history of quality service and fiscal responsibility

**MAINE CIVIL LEGAL SERVICES FUND COMMISSION**  
**Request for Funds for 2012 & 2013**

Calien Lewis  
Maine Bar Foundation  
40 Water Street  
Hallowell, ME 04347  
jgilbert@mbf.org

NAME OF ORGANIZATION: \_\_\_\_\_

TITLE OF PROJECT (if purpose of funding is for a specific project):  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_

STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CHIEF EXECUTIVE OFFICER: \_\_\_\_\_

ADDRESS (IF DIFFERENT FROM ABOVE):  
\_\_\_\_\_

STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

GEOGRAPHIC AREA SERVED: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

PERSON PREPARING APPLICATION: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TAX EXEMPT: \_\_\_ YES \_\_\_ NO \_\_\_ PENDING (Attach copy of IRS exemption letter)

\_\_\_ NON-PROFIT CORPORATION \_\_\_ LAW SCHOOL CLINIC \_\_\_ PRO BONO PROJECT

\_\_\_ UNINCORPORATED \_\_\_ OTHER \_\_\_\_\_

## MAINE CIVIL LEGAL SERVICES FUND COMMISSION APPLICATION FOR FUNDS FOR 2012 & 2013

The information requested below should be typed on an attached 8.5 x 11 paper or equivalent format if filing electronically. List applicant, date and question number on all added pages. **One original application and three copies of print copies should be submitted if applying by mail.**

**1. Describe applicant organization:** Use no more than **one** page, include form of organization (i.e. corporation, partnership, unincorporated association), date established, history, mission/ purpose, description of staffing and management structure including staff qualifications, and requirements for service (i.e. criterion by which clients are determined to be eligible).

**2. Organizational or Project Narrative:** For **organizational** requests use up to **five** pages to describe the activities to be supported by the Maine Civil Legal Services Fund. For **project** requests, use up to **three** pages. Include the following:

- A. Project/organizational objectives and plan of action for accomplishing them.
- B. Needs to be met
- C. Services to be rendered
- D. Geographic area(s) and target population(s) to be served, including anticipated number of cases or clients to be served
- E. Anticipated results/impacts
- F. Evaluation methods to be used
- G. Specific staffing and management structure for the organization or project for which funding is requested

**3. Community Support:** Describe briefly the organization's/project's community support and indicate whether other organizations in the area provide services similar to those the project seeks to perform; if so, please distinguish the services your organization intends to provide. Indicate also whether other organizations will be involved in this project or will work cooperatively with the proposed project.

**4. Fees or other charges:** If client's pay any sum to the organization related to the services to be provided by MCLSF monies, please describe the criteria used for determining what clients pay, the nature of the fees that are charged and the method for monitoring these charges. Please note that the legal services supported by the Fund must be provided without charge.

**5. Geographic area to be served by funds from MCLSF.** Please include other agencies providing legal aid in the area and distinguish services for which funding is sought from those already being rendered.

**6. Attach applicant organization's most current operating budget including a breakdown of all current funding sources and audited financial statements for its last fiscal year.** Please note any significant funding challenges for the organization or project. If an audit was not conducted, attach a financial accounting for the period that has been certified correct by the responsible financial officer.

**7. Attach applicant organization's most current IRS Form 990.**

**8. Project Budget (if applicable):** Attach the Project's annual budget (for project proposals only) and be sure to include all funds necessary to fully fund the project.

**MAINE CIVIL LEGAL SERVICES FUND COMMISSION  
APPLICATION FOR FUNDS FOR 2012 & 2013**

**ASSURANCES BY APPLICANT**

---

(Applicant Name)

Applicant assures that:

1. It will restrict the use of Commission funds to law-related activities and purposes that are charitable or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, and to the proposed uses described in the grant application.
2. It will not discriminate on the basis of race, color, religion, sex, sexual orientation, age, handicap or national origin against (a) 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 (b) any person seeking participation in, or the benefits or proceeds of, the program or projects supported in whole or part by this grant.
3. It will, upon request, cooperate with all data collection and evaluation activities undertaken by the Commission and give any authorized representative of the Commission access to any copies of all financial records, books, papers or documents.
4. It will provide a final written report as required under applicable statutes and rules of how the grant money was spent and the results achieved, and other interim reports on the project's status as requested by the Commission.

We have read these assurances and understand that if this application is approved for funding, funding will be subject to these assurances. We certify the applicant will comply with these assurances if the application is approved.

Project/Program Director: \_\_\_\_\_

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

Board Representative: \_\_\_\_\_

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