

PRO BONO INITIATIVE GRANTS

Maximum Funds Available Per Project: \$5,000

Total Funds Available: \$35,000

The State Bar of Wisconsin [Legal Assistance Committee](#) is soliciting proposals from individuals or organizations for grants to **develop** or **expand** *pro bono* legal assistance projects in their communities. The projects may be to develop a *pro bono* program where none have existed or to expand an existing program (e.g., more lawyers involved, expanded target client group, expanded legal issues to be addressed).

Every year, thousands of eligible clients must be turned away from Wisconsin's main legal services organizations due to a lack of resources. Some receive brief advice but a recent survey in Wisconsin's two federally funded legal services programs found that a lack of resources resulted in 80% of eligible clients being either turned away or receiving less assistance than was warranted. Volunteer lawyers are and will remain a key component of the delivery system for legal services to low income and disadvantaged people in Wisconsin.

The State Bar of Wisconsin's Pro Bono Initiative seeks to help Wisconsin lawyers meet this challenge through a variety of methods, including this grant competition to support new or expanded pro bono projects. We will take the results of successful projects and publicize them for use in other parts of Wisconsin.

Funding is available for up to 18 months, but funded projects are expected to continue past the initial funding period. Thus, project funds will often be used for start-up costs (e.g., initial training, publicity/outreach, development of attorney or referral agency resource manuals, forms/materials used in provision of legal services, etc.). All grantees will be expected to provide interim and final reports to the Legal Assistance Committee on dates set by the Committee.

As indicated below, grantees are expected to coordinate their efforts on funded projects with a appropriate local non-profits and/or local legal services providers in the targeted substantive issue area(s) as well as the local judiciary and bar association(s).

Complete applications must contain:

- A. Cover Page
- B. Narrative & Budget (see below for details)
- C. Letters of cooperation.

Completed applications must contain the following elements and be sent electronically to jbrown@wisbar.org or mailed or faxed to:

Jeffery Brown
Pro Bono Coordinator
State Bar of Wisconsin
PO Box 7158
Madison, WI 53707-7158
608-257-5502 (fax)

A. **COVER PAGE** – see attached.

B. The **NARRATIVE** should consist of the following and will be given the following weight:

1. Need for Project – how was it determined and what gaps in service exist (25 points)
2. Description and Operation of Project (40 points)
 - a. Target client group
 - b. Issue(s) to be addressed through the provision of legal services
 - c. Legal services to be provided (direct representation, brief advice, unbundled services or reduced fee)
 - d. Communications plan to inform the targeted low-income population about your project
 - e. Case intake/acceptance procedure
 - f. Referral/assignment/tracking of cases or services
 - g. Number of lawyers anticipated to be involved
 - h. Anticipated number of cases or services
 - i. General Timeline of Project
3. Description of bar association participation (5 points)
4. Plan for coordination with appropriate local non-profits, courts, government agencies or legal services provider(s) (10 points)
5. Budget (10 points)
 - a. How your costs were determined and how Pro Bono Initiative funds will be spent
 - b. Other anticipated costs of the project and how they will be met
 - c. Other sources of funds available or being sought – e.g., other cash support, in-kind contributions
6. Plan for how project will continue after initial Pro Bono Initiative funding ends (10 points)

C. LETTERS OF COOPERATION

Letters of Cooperation should identify the support the person or organization will provide to the project if funded (e.g., assisting/providing training, publicizing the program, referring clients, providing/soliciting volunteers, tracking cases, etc.). General letters of cooperation that only corroborate the need for the project or cite the applicant's strengths are discouraged. Letters should be provided from a local bar association, a member of the local judiciary and a local cooperating non-profit agency or local legal services provider. Coordination with existing providers and efforts is an important element of the Pro Bono Initiative. The Committee believes that such coordination builds stronger efforts that will do a better job of meeting the community's legal needs.

D. CONTACT INFORMATION

If you have questions or need more information, you may contact:

Jeffery Brown
Pro Bono Coordinator
608-250-6177
608-257-5502 (fax)
jbrown@wisbar.org

General Guidelines for Grant Requests

Eligibility

1. Projects must involve the use of attorneys, law students and/or paralegals as a key component in the direct delivery of appropriate legal services or information to underserved individuals or communities (education & training may be component of the project but their must be a concrete plan to provide legal services as the focus of the project)
2. Project must involve or be supported by members of the judiciary, bar organizations and other appropriate educational, social or legal service providers
3. Must be a new project or expansion of an existing project

Eligible Expenditures

1. Copy charges
2. Office supplies and technology
3. Telephone expenses
4. Printing
5. Postage
6. Space rental
7. Administrative help with recordkeeping
8. Professional services (including some reduced legal fees and costs)
9. Volunteer mileage reimbursement
10. Reference materials for attorneys or members of the public

Reporting/Measurement

1. Initial contact with Committee after receiving grant
2. Reports at mid point and end date of grant that show the measurable impact of the project including:
 - a. Numbers of people potentially eligible
 - b. Numbers served
 - c. Numbers of volunteers prior to project
 - d. Numbers of volunteers added with project
 - e. Impact of the project on the issue the project seeks to address
 - f. Other results of coordinated approach to addressing the problem identified

Other options

If your proposal does not qualify for Pro Bono Initiative funding but does involve substantial local bar association participation, you may wish to consider the **State Bar's Local Bar Grant Competition**. Contact Kris Wenzel at the State Bar for more information kwenzel@wisbar.org or go to www.wisbar.org/localbargrant.

Pro Bono Initiative Grant Request Cover Page

Date:

**Person(s) or organization responsible for request:
(include name(s), address, phone and e-mail)**

Amount requested:

Proposed name and/or brief purpose of project:



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PRO BONO INITIATIVE GRANT REQUEST COVER PAGE (continued)

Will you be seeking additional funding for this proposal from another entity(ies) of the State Bar of Wisconsin?

Yes No

If you answered yes, please provide the name of the entity(ies)

Will you be seeking additional funding for this proposal from potential funding sources other than those related to the State Bar of Wisconsin? Yes No

If you answered yes, please provide the name of the entity(ies)