

## **LEGAL AID AND SERVICES FUND GRANT 28 APPLICATION KIT**

### **General Guidelines**

These guidelines apply to applications under the Legal Aid and Services Fund. Applicants should read and understand this document before submitting an application.

#### **DUE DATE**

An original grant application must be received no later than **5:00 p.m. on October 25, 2024**. You may submit the application electronically, through the U.S. mail, or by hand delivery. Late applications and faxed applications will **not** be accepted.

#### **ELIGIBILITY**

To be eligible for funding, an applicant must comply with the enclosed eligibility criteria, guidelines and policies. An applicant must be a “service provider” who provides “civil legal services” to “indigent” or “eligible low-income” people.

#### **GRANT COMMENCEMENT AND DURATION**

Generally, a grant will be approved for a period no longer than twelve months. If an entity receiving an award does not spend the received funds within the twelve-month period, the entity must return the unspent funds or the unspent funds will be subtracted from the first payment of the next awarded grant to the entity, if so awarded.

#### **DISTRIBUTION OF FUNDS**

Awarded funds will be distributed on a monthly basis.

#### **LIMITATIONS OF FUND USE**

Awarded funds used to pay personnel costs shall be limited to personnel based on the percentage of time devoted to the project contained in the application. Awarded funds may not be used to purchase vehicles, for construction, or land acquisition.

#### **COMMINGLING OF FUNDS**

A clear audit trail must be maintained for each source of funding. Income and expenditures must be separately accounted for from each source of funds.

#### **OTHER REQUIREMENTS**

**Drug Free Work Place Policy:** Each entity receiving an award shall implement a Drug Free Workplace Policy that complies with the State of Nebraska’s Drug Free Policy.

#### **GRANT CONTINUATION POLICY**

Grants awarded under the Legal Aid and Services Fund will be on an annual basis. Although an effort will be made to continue the funding of applications of proven effectiveness, each application must stand on its own merit each year. Continued funding of applications is not guaranteed.

## **APPLICATION FORMAT**

Applications are to be typewritten. **PLEASE be sure to include E-mail Address and Fax Number of Contact Person.** Include all letters of commitment and support with the submitted application. Include your Federal ID number on application. Do not include cover letters. Budget pages not relevant to the application do not need to be submitted.

## **ORDER OF ASSEMBLY**

- 1) Summary Form
- 2) Executive Summary
- 3) Budget Summary
- 4) Detailed Budget & Budget Narratives
- 5) Letters of Commitment and Support

## **SUBMISSION OF APPLICATION**

**Submit 1 original** application:

Electronically (**SUBMIT IN PDF FORMAT**) to: [kwerth@ncpa.ne.gov](mailto:kwerth@ncpa.ne.gov) or by U.S. mail or hand delivery to:

Nebraska Commission on Public Advocacy  
140 North 8<sup>th</sup> Street, Suite 270  
Lincoln, NE 68508

Please direct any questions to Kendra Werth at the above e-mail or at (402) 471-8088.

**APPLICATIONS WILL ONLY BE ACCEPTED UP TO OCTOBER 25, 2024, 5:00 P.M.**