

Administrative Office of the Courts

NOTICE OF FUNDING AVAILABILITY

NOFA #: N17000726N

NOFA Issued: *April 11, 2016 – Reissued May 26, 2016*



Access to Justice Department

[FY2017 Maryland Courts Self-Help Center Pro Bono Grant](#)

The Maryland Judiciary receives state funds each year to support programs that enhance access to justice. This year funds are available for organizations to recruit, train and supervise pro bono lawyers who will provide limited legal services to self-represented litigants through the Maryland Courts Self-Help Center (MCSHC).

Grant Purpose

The MCSHC provides limited legal services, in accordance with Maryland Rule of Professional Conduct 6.5, via phone and live chat for court users who are not represented by an attorney. Limited legal services include helping the public complete forms, answering questions about legal issues, preparing for court, referral to mediation, and referrals to free or low-cost legal help or the private bar. Self-help centers assist the large numbers of self-represented litigants who appear in the Maryland Courts.

Grantee(s) will recruit, train, schedule and supervise pro bono attorneys who will provide services via phone and live chat. Pro bono attorneys will complement the work of staff attorneys. Grantee(s) and pro bono attorneys will collaborate with staff attorneys to provide seamless service to the public.

Eligible Applicants

- Non-Profit Organizations
- Institutions of Higher Education

Availability and Awards of Funds

The availability of funds is contingent upon the provision of funds in the Maryland Judiciary budget by the Maryland General Assembly for Fiscal Year 2017. Applicants who are awarded funding will receive notice in July of 2016.

Funding Cycle: **NEW* August 1, 2016 – June 30, 2017*

APPLICATION SUBMISSION INFORMATION

Application Due: ***NEW* June 30, 2016**

Document: **Scan all documents into one PDF.** Submit by email only.

Email Subject Line: "MCSHC Pro Bono Grant Application – [Applicant Name]"

(Please submit emails with the Subject line as described.)

Delivery Address: Lonni.Summers@mdcourts.gov

Grant Submission Checklist

- Signed Grant Application
- Proposed Budget with Justification, **prorated to reflect 11 month grant period**
- Support Letters (*minimum of 2*)
- Scan all documents into one pdf

Additional Terms & Requirements

- General Grant Conditions
- Special Conditions for the FY2017 MCSHC Pro Bono Grant Program

TECHNICAL ASSISTANCE

Conference Call

Conference Call: [May 17, 2016, 10:00 am](#)

To Participate: [DIAL: 1-866-247-6034](tel:1-866-247-6034)

[CODE: 8528008595](tel:8528008595)

(This conference call is NOT mandatory.)

Successful Applicant Tools & Tips

- Read NOFA, General and Special Conditions and application instructions in their entirety.
- If needed, seek guidance with department staff prior to the application deadline.
- Whenever possible, provide timely data in your responses that demonstrates the effectiveness of your program.
- Provide a justification for every budgeted line item.
- Proofread your application. Submit one pdf.

Questions: [Lonni Summers](#)

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APPLICATION FORMS AVAILABLE

Deadline Extended

11 month budget