



Applicant Information

Applicant Information

Recipient Number	Service Area
Applicant Organization	Application Cycle 2011

Instructions

The **Applicant Information** page captures information on applicants including position, applicant category, address, telephone and email address.

- In the **Applicant Information** section, click **Edit** to add or edit information about your name, position/title or applicant category
- In the **Address, Telephone/Fax** and **Email Address** sections, click **Add** to add additional information
- In the **Address, Telephone/Fax** and **Email Address** sections, click **Edit** or **Delete** to edit or delete information
- To go to the next page, click **Continue**

Quick Links

- [LSC Grants Frequently Asked Questions \(FAQ\)](#)
- [LSC Grants Help](#)

Note: The following sections on this page need to be completed:

- Applicant Information
- Address
- Telephone/Fax
- Email Address

Applicant Information

Name
Organization
Applicant Category

Edit

Address

Add

Telephone/Fax

Add

Email Address

Add

Continue



Applicant Information Editor

Instructions

- Enter your contact information below.
- The system may have already filled in certain fields based on information previously entered. Update this information as needed.
- All fields marked with an asterisk (*) are required.
- To save the data, click **Save**.
- To return to the previous page, click **Close**.

Quick Links

- [LSC Grants Frequently Asked Questions \(FAQ\)](#)
- [LSC Grants Help](#)

Within **Applicant Category**, the definition of Private Attorney(s), Groups of Attorneys or Law Firms is as follows:

- A group of attorneys (not a law firm) can compete for LSC grants under two options:
 1. it can choose to compete as a non-incorporated body, as long as it complies with the requirements set forth in 45 C.F.R. 1607; or
 2. it can elect to incorporate as a non-profit and apply for federal tax-exempt status as a non-profit.

If the group elects the second option, the group of attorneys does not have to be fully incorporated and does not have to already have its tax-exempt status to file a Notice of Intent to Compete. However, the group must be incorporated as a non-profit, have its governing body in place and have already filed with the IRS for its tax-exempt status by the time it submits its completed grant application.

Add or Edit Applicant Information

Organization

Name *

<Select>

Prefix

First *

Middle

Last *

<Select>

Suffix

Position/Title *

Applicant Category *

Choose from one of the following:

Non-Profit Organization

Local Government

State Government

Private Attorney(s), Groups of Attorneys or Law Firms

Substate Regional Planning and Coordination Agency



Edit Address

Person:

Primary

Type * <Select>

Address Line 1 *

Address Line 2

Address Line 3

City *

State/Province * <Select>

Region

Use this space to specify your region/state/province if outside the US and Canada.

Zip/Postal Code *

Country * United States

Save Save and Close Close



Edit Telephone/Fax Number

Person:

Primary

Type * <Select>

Phone Number * Format: 1234567890

Extension

Save **Save and Close** **Close**



Edit E-mail Address

Person:

Primary

Type * <Select>

E-mail Address *

Save **Save and Close** **Close**



Project Information

Instructions

The **Project Information** page allows the applicant to review information about the project including Service Area and Estimated Grant Amount.

- All fields marked with an asterisk (*) are required
- To save the data, click **Save**
- To go to the next page, click **Continue**

Quick Links

- [LSC Grants Frequently Asked Questions \(FAQ\)](#)
- [LSC Grants Help](#)

Project Details

Service Area

Estimated Grant Amount

The amount displayed is an estimate based on the prior year's funding for the service area chosen.

Will 25 percent or more of the LSC grant award will be allocated by subgrant, or is a subgrant proposed for delivering a full range of services to a specific geographic area within the applicant's service area?*

Yes No

If you answered 'Yes' to the above, identify the number of subgrants being proposed that meet the above conditions.

Save **Continue**



Key Staff Members

Applicant Information

Recipient Number	Service Area
Applicant Organization	Application Cycle 2011

Instructions

The **Key Staff Members** page captures information about key staff including name, position and relevant experience.

- To add information, click **Add**
- To edit information, click **Edit**
- To delete information, click **Delete**
- To go to the next page, click **Continue**

Quick Links

- [LSC Grants Frequently Asked Questions \(FAQ\)](#)
- [LSC Grants Help](#)

You must provide information on at least one and no more than ten key staff members. Executive Director information is required.

Key Staff Members

Add

Continue



Key Staff Members Editor

Instructions

- Enter your Key Staff Member information below
- The system may have already filled in certain fields based on information previously entered. Update this information as needed
- All fields marked with an asterisk (*) are required
- To save the data, click Save
- To return to the previous page, click Close

Quick Links

- [LSC Grants Frequently Asked Questions \(FAQ\)](#)
- [LSC Grants Help](#)

Add or Edit Key Staff Members

Name

Prefix

First Middle Last

Suffix

Position/Title*

Available Position/Title selections are:
Executive Director, Deputy Director, Director of Litigation, General Counsel and Fiscal Officer

Relevant Experience*

Save Close

Applicant Information

Recipient Number	Service Area
Applicant	Application
Organization	Cycle

2011

The Board Members page captures information about board members including name, position and relevant experience.

- To add information, click Add
- To edit information, click Edit
- To delete information, click Delete
- To go to the next page, click Continue

- [LSC Grants Frequently Asked Questions \(FAQ\)](#)
- [LSC Grants Help](#)

I am a new applicant and do not have a board.

Add

Continue



Board Members Editor

Instructions

- Enter your Board Member information below
- The system may have already filled in certain fields based on information previously entered
- Update this information as needed
- All fields marked with an asterisk (*) are required
- To save the data, click Save
- To return to the previous page, click Close

Quick Links

- [LSC Grants Frequently Asked Questions \(FAQ\)](#)
- [LSC Grants Help](#)

Add or Edit Board Members

Name*

<None>

Prefix

First*

Middle

Last*

<None>

Suffix

Status*

<Select>

Available Status selections are:
Current and Proposed

Appointing Organization*

Relevant Experience*

Save

Close