

MEMORANDUM

TO: ALL INTERESTED PARTIES
FROM: LSC Office of Program Performance
RE: Applicants' Informational Session
DATE: April 2004

The Legal Services Corporation (LSC) will hold an Applicant Information Session, on Tuesday, May 18, 2004 (2:00 p.m. ET). This is a free telephonic conference sponsored by LSC to assist applicants in preparing the competitive grant application and to promote participation in the competitive grants process. The conference will continue for approximately two hours, depending on the number of questions received from participants. **All interested parties are encouraged to participate.**

Registration:

A registration form is attached below and included in Appendix H of the RFP. If you plan to participate, complete the registration form and fax it to LSC at 202.337.6813. Please register for the conference by May 3, 2004. **Instructions for participating in the conference will be sent to applicants upon receipt of their registration form.**

As part of the registration process, participants are asked (but are not required) to provide up to five questions pertaining to the RFP. This assures that questions you have about preparing the grant application and the competition process are addressed during the conference. LSC will not disclose the identity of the person that submitted the question(s).

LSC will use a panel discussion format to address questions and issues pertaining to the RFP. Questions submitted will be answered by panel members during the conference. Additional questions may be submitted to the panel by fax and will be answered during the conference. Use your registration form for faxing additional questions.

Conference Questionnaire:

A brief questionnaire is included in Appendix H of the RFP. Please use the questionnaire to evaluate the effectiveness of the conference. Fax your completed questionnaire at the conclusion of the conference.

Conference Date: Thursday, May 18, 2004
Conference Time: 2:00 p.m. to 4:00 p.m. (E.T.)
Conference Registration: Fax Number 202-337-6813
Questions: Competition@lsc.gov

**LEGAL SERVICES CORPORATION
GRANTS COMPETITION
APPLICANT INFORMATIONAL SESSION
REGISTRATION FORM**

(Participant's Name)

(Participant's Telephone Number)
Include Area Code

(Participant's Title)

(Participant's FAX Number)
Include Area Code

(Participant's E-Mail Address)

Program
Name_____

Clearly print your questions pertaining to the Grants Competition in the space provided below.

Question # 1:

Question # 2:

Question # 3:

Question # 4:

Question # 5:

Fax your questions to LSC at 202-337-6813 by May 3, 2004.
Instructions for participating in the informational session will be made available upon receipt of the registration form.