



Welcome to your LSC Grants Home

Your LSC Grants home page provides you with links to the different types of submissions that LSC applicants and grantees must complete. The following links will take you directly to the different sections of the page.

COMPETITION - Click here to start a new application for LSC funding or to access your competitive or renewal grant applications.

GAR - Click here to access your Grant Activity Report forms

TIG - Click here to access applications and milestone reports for the TIG competition.

SUBGRANTS - Click here to access Subgrant approval requests.

In order to create a NIC, click on the **COMPETITION** link, or scroll down to the link labeled **Click here to create a new Notice of Intent to Compete (NIC) application**.

Instructions

The **LSC Grants Home** page allows an applicant to either create a Notice of Intent to Compete (NIC) application or view existing NIC and grant applications.

Quick Links

- To begin your NIC application, click the link in the **Service Areas in Competition for 2011 LSC Grants** section below. After your NIC is approved, your grant application will appear in the **To Do - Application** section below.
- To view and edit your NIC and grant application(s) click the links listed under **Tasks** in the **To Do - Application** section below.
- Applicants who apply for more than one service area should complete a separate NIC for each service area.
- To create a new NIC based on an existing one, click **Copy** to the right of the NIC task in the **To Do - Application** section.
- To copy information from one grant application to another, click **Copy** to the right of the grant application task in the **To Do - Application** section.
- To view or print the information entered in the application, click **View PDF** to the right of the NIC or grant application task in the **To Do - Application** section. This will create a Adobe Acrobat PDF file which you can view, print or save.
- To print a particular form, click the printer icon which appears at the right side of the blue title bar at the top of each page. You will get a pop-up window showing the contents of the form without the left-hand navigation.
- To change your password, click **Change Password** in the navigation on the left.

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

Service Areas in Competition for 2012 LSC Grants

[Click here to create a new Notice of Intent to Compete \(NIC\) application](#). NOTE: Do **not** click the link if you have already created a NIC for a particular service area. NICs that you have already created will appear in the **To Do - Application** section below.



Service Areas in Competition for 2012 LSC Grants

Instructions

- To begin preparing your Notice of Intent to Compete (NIC) application, select one of the Service Areas from the drop down menu in the **Select Service Area** section below, and then click **Save and Continue**.
- Applicants who apply for more than one service area should complete a separate NIC for each service area.
- [Click here to view LSC 2012 Grants Competition Service Areas Subject to Competition.](#) (41k)

Quick Links

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

Please note: The following persons, groups, and entities are qualified applicants who may submit a notice of intent to compete and an application to participate in the competitive bidding process:

1. Current recipients of LSC funds.
2. Other non-profit organizations that have as a purpose the furnishing of legal assistance to eligible clients.
3. Private attorneys, groups of attorneys or law firms (except that no private law firm that expends 50 percent or more of its resources and time litigating issues in the broad interests of a majority of the public may be awarded a grant or contract under the LSC Act).
4. State or local governments.
5. Substate regional planning and coordination agencies which are composed of substate areas and whose governing boards are controlled by locally elected officials.

All successful applicants must have a governing or policy body consistent with the requirements of 45 C.F.R. Part 1607 of the LSC regulations. An applicant that is not in compliance at the time the grant is awarded will be required to be in compliance with 45 C.F.R. Part 1607 within sixty days from the date the grant award is made.

Select Service Area

<Select>



Select the Service Area from the drop-down menu. To see a list of Service Areas in Competition in 2012, see RFP Appendix A.

Save and Continue

Cancel



Main

Applicant Information

Recipient Number	Service Area
Applicant Organization	Application Cycle 2012

Instructions

The **Main** page provides a summary of your Notice of Intent to Compete (NIC) application.

The **Validation Summary** below displays the status of your application, indicating whether each section is validated (complete). Click the section links below or use the links on the left to navigate through the sections of your application. All fields throughout your application marked with an asterisk (*) are required.

Quick Links

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

Other useful links that will appear in the navigation bar at left throughout the process include:

- Home**, which brings you back to your Home page and out of your NIC application
- Help**, which provides guidance on using each page in the system
- Log Out**, which logs you out of the system

At the end of most pages, you may:

- Save**, to save your work.
- Save and Continue**, to save your work and continue to the next section.
- Continue**, to continue to the next section. **Note:** Continue saves your work and Continues to next section.
- Close**, to return to the previous page without saving changes.

Validation Summary

Page Name	Status
Applicant Information	✗ Incomplete
Project Information	✗ Incomplete
Key Staff Members	✗ Incomplete
Board Members	✗ Incomplete

Use the links to navigate through the forms to complete the NIC.

Continue



Applicant Information

Applicant Information

Recipient Number	Service Area
Applicant Organization	Application Cycle 2012

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 *

Address Line 1 *

Address Line 2

Address Line 3

City *

State/Province *

Region

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

Zip/Postal Code *

Country *

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



Edit Telephone/Fax Number

Person:

Primary

☐

Type *

Phone Number *

Format: 1234567890

Extension

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



Edit E-mail Address

Person:

Primary ☐

Type *

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 2012

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



Board Members

Applicant Information

Recipient Number	Service Area
Applicant Organization	Application Cycle 2011

Instructions

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**

Quick Links

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

Board Members

☐ 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*

<Select>

Prefix

First*

Middle

Last*

<Select>

Suffix

Status*

<Select>

Available Status selections are:
Current and Proposed

Appointing Organization*

Relevant Experience*

Save

Close