MLSC
MARYLAND LEGAL SERVICES CORPORATION
IOLTA - INTEREST ON LAWYER TRUST ACCOUNTS

MLSC Operating Grant Application
Follow-Up Questions and Tables

Follow-Up Questions with Visibility Conditions:

SmartSimple uses logic to show certain questions based on your answers to other questions. For example, if you select "other," a box will appear for you to enter an explanation. Below is a list of all these fields and their follow-up questions based on your selection.

NOTE: The follow-up questions will NOT be visible in the PDF Summary if you have not yet answered the question.

Organization Information Tab

- Is the proposed project/program located at the same address as the organization address listed above?

  If select "no" → Additional address fields populate.

- Are you a current MLSC grantee?

  If select "yes" → A question regarding any proposed increases or changes from the current year's funding will populate on the Proposal Tab

  If select "no" → You will be shown a list of services and activities and the following question: "In the last calendar year ending December 31, did your program provide any of the following services or activities?" If select "yes" to this follow-up question, the Application Supplement Tab will appear.

- Client Eligibility Guidelines: Check all that apply.

  If check "We use other guidelines in place of or in addition to the MLSC income guidelines." → Please upload your client eligibility guidelines

Organization Description Tab

Organization Background Heading:

- Check below ALL categories of service that your organization currently provides.

  If check "services other than the above" → 1) How many TOTAL full-time equivalent employees are currently within your organization? Include legal and non-legal staff. 2) What is your total organization (legal and non-legal services) current budget? 3) Briefly describe your non-civil legal services.

Legal Services Program Tab

Technology Heading:

- What case management system do you use?

  If check "other" → Please specify.

Collaboration and Volunteers Tab

Private Attorney Involvement Heading:

- Check all programs or projects that include private attorney involvement:

  If check "Pro Bono Client or Support Services" → Describe pro bono private attorney involvement. Include a description of how legal work is evaluated and how pro bono cases are tracked.

  If check "Compensated Client or Support Services" → Describe compensated private attorney involvement. Include a description of how legal work is evaluated and how compensated cases are tracked.

  If check "Other methods of private attorney involvement" → Describe other private attorney involvement.

Proposal Tab

Proposal Details Heading:

- Prohibited Activities: Check to indicate any MLSC-prohibited activities that are performed by your organization.

  If check any of the boxes other than "none" → Describe the steps that will be taken to ensure that MLSC funds are not used in carrying out prohibited activities.

- Special Features: Are you proposing to use MLSC funds for a specific project or program that differs from or has a more specialized focus than your overall legal services program as described in prior sections?

  If select "yes" → Describe the differences or specialized focus, such as in geographic area, target population, private attorney involvement, cooperation with other groups, client fees, etc.

Proposed Budget Tab

Proposed Expenses Heading:

- Did you request MLSC funds for capital additions?

  If select "yes" → Provide a brief explanation of the capital additions request.

- Did you request MLSC funds for contract services?

  If select "yes" → Provide a brief explanation of the contract services request.

- Did you request MLSC funds in the "other" line-item?

  If select "yes" → Provide a brief explanation of the other request.

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Tables:

SmartSimple's pop-up tables, which are used to capture budget and case data, do not populate in the PDF Summary unless there is some value in the table. If you would like the PDF summary to display the tables before you have completed them, follow these steps for each button:

1) Click the button to open the table.
2) Click 'Save' in the pop-up window.
3) Click 'Close' in the pop-up window.
4) Click the 'Save Draft' button on the grant application.
5) Click the 'PDF of Application' button to produce the application.

Below is a list of all the tables and their location in the operating grant application.

Legal Services Program Current Budget Tab

Current Expenses Heading:

- Current Expenses for Legal Services

Current Sources of Funding Heading:

- Current Sources of Funding for Legal Services
- Current Breakdown of Select Categories
- Current In-Kind Resources

Proposed Budget Tab

Proposed Expenses Heading:

- Proposed Expenses for Legal Services

Proposed Sources of Funding Heading:

- Proposed Funding for Legal Services
- Proposed Breakdown of Select Categories
- Proposed In-Kind Resources

Anticipated Impacts Tab

Projected Direct Legal Representation Heading:

- Projected Cases