**Introduction**

**AmeriCorps APPLICATION 2014-2015**

***Equal Justice Works***

***Employment Opportunity Legal Corps***

Equal Justice Works seeks results-oriented host organizations for the **Employment Opportunity Legal Corps**, an exciting new initiative to help secure jobs for economically disadvantaged individuals by removing legal barriers to employment, such as expunging criminal records, obtaining driver’s licenses, and keeping occupational licenses. This AmeriCorps program provides partial funding for up to six AmeriCorps Legal Fellows and up to 20 law students, and a chance to be part of a nationwide movement toward closing the justice gap for economically disadvantaged individuals. Selected organizations will act as hosts to Fellows and law students providing direct legal services to unemployed and underemployed people with barriers to employment.

Equal Justice Works submitted a request for funding to the Corporation of National and Community Service (CNCS) in January 2014. If awarded, the program will support up to 40 Equal Justice Works AmeriCorps Legal Fellows and 360 law student members to help economically disadvantaged individuals overcome legal barriers to employment. Qualified organizations will propose outcome-driven projects that demonstrate both experience and success in removing legal barriers to employment and following up with clients to determine employment and wage outcomes.

**About Equal Justice Works**

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. We provide leadership to ensure a sustainable pipeline of talented and trained lawyers are involved in public service. Equal Justice Works provides a continuum of programs that begin with incoming law school students and extend into careers in the profession. We provide the nation’s leading public interest law Fellowship program and offer more postgraduate, full-time legal positions in public service than any other organization.

**Employment Opportunity Legal Corps Overview**

With funding from the federal Corporation for National and Community Service, the Equal Justice Works AmeriCorps Legal Fellowship program was created in 1993 to address gaps in the legal aid community through direct representation, volunteer development, and community outreach. AmeriCorps Legal Fellows provide legal services to thousands of people across the country. Fellows have worked in a variety of issues areas including veterans’ assistance, foreclosure prevention, disaster relief, and medical-legal partnerships.

For this program year Equal Justice Works will engage lawyers as AmeriCorps members to remove barriers to employment for economically disadvantaged individuals through the **Employment Opportunity Legal Corps**.

Applicants must propose to remove legal barriers to employment for unemployed or underemployed individuals who are actively seeking to be part of the labor market. Examples of legal barriers to employment are: minor criminal records eligible for expungement or sealing under state or federal law, errors in criminal records, expunged criminal records still appear in commercial databases, loss of driver’s license that is needed to secure or travel to a job, inability to obtain an occupational license, loss of an occupational license, or a poor credit report that is preventing employment. The ultimate measurement of success in this program is **did the individuals receiving services secure a job or a better job following the removal of a legal barrier to employment**? As such, applicants should demonstrate a strong plan for follow-up with clients to collect employment and wage information and a strong working network of employment and other social service providers who can assist with other barriers and a job search following the removal of the legal barrier to employment.

For more information about Equal Justice Works AmeriCorps Legal Fellowships and Equal Justice Works, please visit [www.equaljusticeworks.org](http://www.equaljusticeworks.org)

**Application Time Frame**

* Applications due: **June 2, 2014**.
* Notification: July 15, 2014
* Service Begins: between August 1 and September 30, 2014
* Leadership Development Training (required for all Fellows): October 20-24 (Washington D.C. area)
* Conference & Career Fair (strongly encouraged for all Fellows as a way of recruiting law students): October 24-25 (Washington, D.C. area)
* Staff from awarded host sites will be required to attend multiple webinar trainings in July and throughout the year.
* Fellow terms are one year, with an option to renew for a second year upon successful reapplication. Equal Justice Works prefers that all Fellows serve two years.
* New host sites will need to write a detailed position description laying out the scope of work expected from the Fellows. If accepted into the program, this description will need to be reviewed before it can be distributed to recruit applicants.

**Required Criteria**

* Direct Representation of Target Population: Proposals must include direct representation to remove legal barriers to employment. Fellows should devote at least 75% of their time to direct legal representation.
* Measurement & Evaluation and Other Activities may comprise 25% of the Fellow’s time.
	+ Measurement & Evaluation: Proposals must demonstrate ability to measure and report outcomes, follow up with clients to determine whether they secured a job (or secured a better job), and how much the job pays. Proposals must also contain outcome goals, described in more detail below.
	+ Other Activities: Projects should include working with job-skill and job-seeking organizations, and can include recruiting and supervising volunteers.
* Law Student AmeriCorps JD Members: Each applicant must manage a minimum of two law students per Fellow requested to serve as AmeriCorps members whose work is primarily to assist with removing barriers to employment. There is no maximum number of law students that may be included in the proposal, and proposals including more law students will be scored higher. Each site must recruit and engage law students who are eligible to be AmeriCorps members and who complete an application to the Equal Justice Works AmeriCorps JD program by April 15 each year. Further, one student per site must be recruited, engaged and enrolled by December 31 each year (essentially, at least one school-term law student, and the rest can serve in the summer.) Law student members must serve at least 300 hours within a 12-month period. Students may serve during the summer or all year. Students may not get law school credit for their service and may not receive outside funding in excess of $4,300 for 300 hours of service. Law students will receive a $1,175 education award upon successful completion of their term. The education award can be used for tuition or student loans and is valid for seven years.

NOTE: Because of AmeriCorps rules, an AmeriCorps Fellow may not be the official supervisor of law student AmeriCorps members, but they may work together. Host sites are encouraged to incorporate and describe plans for a minimum of two law students per Fellow who remove legal barriers to employment, and as many additional law students as possible, including students who spend a portion of their time on removing legal barriers to employment.

**Activities**

Ideal applications will craft a program whereby economically disadvantaged clients will secure jobs following the removal of legal barriers to employment, examples of which are given above. Applications must include at a minimum the following activities: 1) assessing legal barriers to employment; 2) preparing, filing, and winning legal cases to remove barriers to employment; and 3) connecting clients with job-skills and job-seeking services after the barrier has been removed.

**Outcomes**

The application should describe a feasible plan to achieve these minimum targets on a per–Fellow, per-year basis:

* 125 economically disadvantaged individuals[[1]](#footnote-1) reached with some type of legal services
* 63 economically disadvantaged people have legal cases prepared and submitted to the relevant agency or court
* 25 individuals have a legal barrier to employment removed
* 13 individuals secure a job[[2]](#footnote-2) following the removal of a barrier to employment. The job is documented by the host site with an offer letter, pay stub or other acceptable documentation.

**Unallowable Activity**

Proposals may not include any of the Prohibited Activities outlined in Appendix A, which include influencing legislation, religious proselytizing, and assisting a for-profit business.

**Who can serve as an Equal Justice Works AmeriCorps Legal Fellow?**

AmeriCorps Legal Fellows are lawyers. To be eligible, Fellows must have graduated from an Equal Justice Works [member law school](http://equaljusticeworks.org/law-school/membership/law-school-members) (all but a few law schools) and have taken the bar examination in the state where they will serve (or be willing to sit for the February examination). Fellows cannot have served more than three prior terms with other AmeriCorps programs, including the Equal Justice Works Summer Corps or Equal Justice Works AmeriCorps JD programs. Applicants may not be current full-time staff attorneys at the host site. They also must pass criminal history background checks, which include the National Sex Offender Public Registry, a state background check in the state of service and state of application for service, and an FBI fingerprint-based criminal history check. Note that a criminal history is generally not a bar to serving as an AmeriCorps member. Every case is evaluated individually. However, presence on the sex offender registry or a conviction of murder is a mandatory bar to serving as an AmeriCorps member.

What support does Equal Justice Works provide?

* Equal Justice Works helps host sites recruit by marketing the AmeriCorps positions to our national network of law students, law schools, firms, and stakeholders.
* Once enrolled in the program, Equal Justice Works AmeriCorps Fellows are part of a national community of public interest lawyers and the national AmeriCorps network.
* Fellows attend the October Equal Justice Works leadership and development training. Travel and training costs for this event are provided by the AmeriCorps grant and Equal Justice Works.
* Equal Justice Works’ staff provides ongoing support and recognition of the Fellows throughout the year and assists the Fellows in building peer networks that advance their careers and the host organization’s capacity.
* Equal Justice Works’ staff provides training and technical assistance to host site staff to ensure the AmeriCorps grant is managed effectively and efficiently.

What are the host organization’s responsibilities?

Your organization will interview and select Fellows with guidance from Equal Justice Works. Once the Fellows are chosen, host organizations are responsible for day-to-day supervision and support of the Fellows and implementation of the project.

Applicant organizations must demonstrate their capacity to administer federal funds; propose specific, measurable, and attainable outcomes; provide evidence of strong connections to the community being served; and have the ability to raise the required match funds.

The responsibilities for operating an AmeriCorps program include:

* Recruiting, selecting, placing, training, and supervising the AmeriCorps Legal Fellow(s).
* Designating a Project Director, Fiscal Manager and Fellow Supervisor(s) to oversee the project.
	+ Project Director: The Project Director oversees the entire AmeriCorps Legal Fellows program within their office and any satellite sites. The Project Director is also responsible for enrolling and exiting the Fellow from the Equal Justice Works and AmeriCorps online systems, providing guidance to the Fellow Supervisors and Fiscal Managers regarding funder needs, and submitting reports and data to Equal Justice Works, amongst other responsibilities.
	+ Fiscal Manager: The Fiscal Manager must manage all financial aspects related to the grant, including submitting monthly Periodic Expense Reports and maintaining proper financial documentation, amongst other responsibilities.
	+ Fellow Supervisors: Fellow Supervisors must possess knowledge of laws related to removing barriers to employment and experience providing direct services to economically disadvantaged clients. The main function will be to provide supervision and guidance to the AmeriCorps Legal Fellows.
* Submitting quarterly progress reports, monthly expenditure reports, and quarterly financial status reports.
* Setting appropriate performance measurement goals and adhering to these goals.
* Having rigorous systems for collecting and reporting data, including demographic data on the recipient of service, case outcomes, and follow-up with the client following case closure to determine whether the client secured a job (or a better job), and what the wages are. Note that up to 25% of the full time Fellow’s service hours may be used for the purpose of collecting and reporting data and following up on client outcomes.
* Maintaining a payroll system that distinguishes between AmeriCorps-funded living allowance and grantee matching payments.
* Participating in training and technical assistance meetings.
* Understanding and complying with AmeriCorps and Office of Management and Budget regulations, as well as policies found in the Equal Justice Works AmeriCorps program manual.

How Do the Finances Work?

Equal Justice Works sub-grants $24,200 per Fellow for a living allowance. In turn, host organizations must provide and document at least $24,200 in matching funds per Fellow. The sub-grant is designed to subsidize roughly half of the Fellow’s compensation and benefits. Fellows receive their compensation and benefits directly from the host site. Please see the Appendix for a sample program budget.

Equal Justice Works will provide an AmeriCorps living allowance of $24,200 per Fellow. This amount is capped by the Corporation for National and Community Service (CNCS). Upon successful completion of the term of service, Fellows receive a $5,550 AmeriCorps education award. The education award amount is awarded directly to the Fellow from the National Service Trust administered by CNCS. If a Fellow has previously served in AmeriCorps, their education award amount could be lower, per AmeriCorps regulations. Education awards are valid for seven years and may be used for tuition, student loan payments, and other educational expenses. For more information about the education award, visit the [AmeriCorps website.](http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp)

Host Site Match
Host organizations provide dollar for dollar matching funds of at least $24,200 per Fellow. The following are the costs associated with a host site’s match:

* A minimum of $12,000 per Fellow as “Supplemental Benefits” for housing, loan repayment, and other allowable benefits.
* Fully paid healthcare insurance that meets minimum AmeriCorps standards (required for each Fellow) and FICA (payroll taxes), as well as any benefits (including workers’ compensation if required by your state) given to staff attorneys of the host site.
* Training, travel reimbursement, supervision, and support for the Fellows in the normal course of their work on the project (Note that the travel and training costs for the yearly Leadership Development Training in October in DC are fully paid by the Equal Justice Works AmeriCorps grant.)

When does the Equal Justice Works AmeriCorps program/contract begin?

The Equal Justice Works AmeriCorps grant year begins August 1, 2014 with host sites selecting Fellows to begin 11- or 12-month terms between August 1 and September 30, 2014. Equal Justice Works is funded on an annual basis by the CNCS and anticipates a funding notification in mid-June each year.

Submission

Please email the attached application (Sections I, II and III) to Equal Justice Works AmeriCorps at americorpsmail@equaljusticeworks.org by the deadline.

Thank you for your interest in national service, Equal Justice Works, AmeriCorps, and the Employment Opportunity Legal Corps!**APPLICATION Instructions**

### Formatting: The concept proposal (Sections II and III) must be an MS Word document and adhere strictly to the single-spaced page limits listed with 12-point font (Times New Roman) and one-inch margins. Please also attach Section I, the Equal Justice Works AmeriCorps Legal Fellowship Organizational Assessment. We provided a sample budget in Appendix B.

Section I: AmeriCorps Legal Fellowship Organizational Assessment

The following assessment will help organizations determine their capacity and whether this Fellowship program is a good fit. This assessment asks the reader to score the organization on elements necessary to run a high-quality program, by selecting the answer that best describes the organization's current status or performance. Include the assessment with the application. *In Microsoft Word, you can create a check in the appropriate box by double-clicking on the box and choosing “Default Value: Checked.” We have also included one checked box below that you may copy and paste to indicate boxes you wish to check.*

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Design

The proposed Fellowships should expand but not duplicate services provided by the organization. Will the proposed Fellow(s) expand services?

 [x]  Yes [ ]  No [ ]  Unsure

Will the Fellow(s) have distinct roles in your organization? That is, will they have different position descriptions than other staff attorneys?

[ ]  Yes [ ]  No [ ]  Unsure

Have any other full-time staff been responsible for the tasks identified in this Concept Proposal in the past 12 months?

[ ]  Yes [ ]  No [ ]  Unsure

Has the organization identified a role a minimum of two law student AmeriCorps members in the delivery of legal services associated with the Fellowships?

[ ]  Yes [ ]  No [ ]  Unsure

Organizational Capacity

Has your organization ever hosted any type of legal Fellow? If yes, please specify in a separate attachment.

[ ]  Yes [ ]  No [ ]  Unsure

Has your organization ever served as a host site for AmeriCorps or VISTA members? If yes, please specify how many and when they served.

[ ]  Yes [ ]  No [ ]  Unsure

Has your organization ever managed an AmeriCorps State program?

[ ]  Yes [ ]  No [ ]  Unsure

Has the organization discussed the application and project goals with all staff expected to contribute or support the project?

[ ]  Yes [ ]  No [ ]  Unsure

Has the organization hosted Equal Justice Works Summer Corps members in the last two years?

[ ]  Yes [ ]  No [ ]  Unsure

Has the organization identified an experienced senior staff member to serve as Project Director to supervise all aspects of the grant? If yes, please provide their name, position in the organization, biography including number of years of experience.

[ ]  Yes [ ]  No [ ]  Unsure

Has the organization identified an experienced accountant or someone proficient in finances to serve as Fiscal Manager for the grant? If yes, please provide their name, position in the organization, and number of years of experience in a separate attachment.

[ ]  Yes [ ]  No [ ]  Unsure

Has the organization identified supervisors to help the Fellows develop work plans and to oversee their legal work? If yes, please provide their name, position in the organization, biography, and number of years of experience in a separate attachment.

[ ]  Yes [ ]  No [ ]  Unsure

Has the organization accounted for the level of staff support required to manage the grant (estimated at least 35% of a full-time-equivalent employee)?

[ ]  Yes [ ]  No [ ]  Unsure

Financial Management

Has the organization previously managed federal or other publicly-funded grants? If yes, please list the grant and the amount in a separate attachment.

[ ]  Yes [ ]  No [ ]  Unsure

Does the organization have a computerized accounting system? If yes, please provide the name of the system.

[ ]  Yes [ ]  No [ ]  Unsure

Has the organization identified sources for matching funds, which are a required $24,200 minimum for each Fellow you request? Note: federal funds, including Legal Services Corporation funds, may not be used as matching funds. Please list the source and amount of additional funding in a separate attachment.

[ ]  Yes [ ]  No [ ]  Unsure

Equal Justice Works makes grant payments on a monthly cash reimbursement basis. Does your organization have sufficient cash flow to operate a grant on a reimbursement basis?

 [ ]  Yes [ ]  No [ ]  Unsure

Are financial operations of the organization audited annually by an independent auditor?

[ ]  Yes [ ]  No [ ]  Unsure

Is the organization required to do an audit under OMB Circular A-133 for receiving a certain level of federal funds?

[ ]  Yes [ ]  No [ ]  Unsure

Section II: Host Organization Information

Please complete this chart and paste it into your application narrative before the narrative.

|  |  |
| --- | --- |
| Name of Organization (as shown on income tax return) |  |
| Employer Identification Number (EIN) |  |
| Executive Director |  |
| Contact Person for Application |  |
| Contact Person Title |  |
| Contact Person Email |  |
| Contact Person Phone |  |
| Organization Address |  |
| Organization City/State/Zip |  |
| Organization Phone |  |
| Website |  |
| Number of AmeriCorps Fellowships requested |  |
| Grant funds to be requested (Multiply $24,200 per Fellow requested) |  |
| Organization’s starting attorney salary  |  |
| Organization’s Total Annual Operating Budget |  |
| Name and location of all employee unions for attorneys (if applicable) |  |
| Number of law students proposing to manage |  |

**Section III: Concept Proposal Narrative & Budget**

**Program Design (50 points):** Applicants should describe what the project will accomplish and the role the AmeriCorps Legal Fellows will play in the organization and the community. Please include the following topics in **no more than** **five pages, single-spaced**:

1. *Need*: Describe the need in your community, including the unemployment rate.
2. *Intervention*: How will a solution to the need be carried out by AmeriCorps Fellows and law students? Describe what your Fellows will do in the service year. Describe how you will utilize law students for your project.
3. *Outcomes*: What are the proposed outcomes? Please describe how you will reach the proposed outcomes. The expected minimum outcomes per Fellow are as follows:
	* 125 economically disadvantaged individuals[[3]](#footnote-3) reached with some type of legal services
	* 63 economically disadvantaged people have legal cases prepared and submitted to the relevant agency or court
	* 25 individuals have a legal barrier to employment removed
	* 13 individuals secure a job[[4]](#footnote-4) following the removal of a barrier to employment. The job is documented by the host site with an offer letter, pay stub or other acceptable documentation.

1. *Follow-Up & Documentation*: Host sites must follow up with clients after the conclusion of their legal case. Host sites must determine whether clients have obtained a job or a new job, obtain proof of that in the form of an offer letter, pay stub or other acceptable documentation, and document the wages. Describe how you will conduct this follow up and documentation. Follow up and documentation may be achieved in whole or in part through partner organizations. Fellow time may be spent pursuing follow up and documentation.
2. *Accomplishments*: Describeyour organization’s history and past accomplishments with removing barriers to employment. In the last year, how many clients did you serve with removing barriers to employment? How many positive outcomes did you achieve? If you have the information, how many clients obtained jobs or better jobs and at what wages? What was the average length of time between the barrier being removed and the client getting a job or better job? What level of effort went into achieving these outcomes? In other words, how many people were involved (e.g., 2 full-time attorneys, 1 quarter-time supervisor, 1 half-time paralegal, 2 pro bono attorneys finishing one case each)?  You can define "last year" in the way most convenient for you - your last fiscal year, the last calendar year, etc., but please specify the time period you are writing about.
3. *Law Student Recruitment and Integration*: How many law students will you manage in this project who will apply for and meet the requirements for receiving an AmeriCorps education award (e.g. no prohibited activities, will deliver direct legal services removing barriers to employment, not receiving credit, not receiving other funding more than $4,300, will complete all required reporting within established timeframes)?

**Organizational Capacity (25 points):** Applicants should describe their organization's overall capacity to operate an AmeriCorps program. In this section, please address the following topics in **no more than three pages, single-spaced:**

1. *Management Structure*: Describe the staff structure and other resources that will support the program.
2. *Union Concurrence, if applicable*:AmeriCorps requires that all subgrantee organizations consult with and obtain written concurrence from any site-based unions before being invited to make a full application. Describe plans to achieve union concurrence, if applicable.
3. *Capacity to Manage Programs:* Describe your capacity to manage a federal grant to meet outcomes, report on outcomes, manage cases, and manage data. Within the last three years has any funder, including the Legal Services Corporation, asked for any kind of corrective action plan related to program performance. If yes, describe the plan and the current state or resolution of the issue(s).
4. *Capacity to Manage Finances*: Describe your capacity to manage a federal grant and to provide monitoring of financial and other required systems utilized to administer the AmeriCorps grant. List all federal grants and amounts the organization received in the prior fiscal year. Describe the organization’s prior experience with AmeriCorps funds or members, if any (not necessary for current Equal Justice Works AmeriCorps grantees). Within the last three years has any funder, including the Legal Services Corporation, asked for any kind of corrective action plan related to fiscal issues? If yes, describe the plan and the current state or resolution of the issue(s).
5. *Matching Funds*: What is the source or sources of your matching funds? Do your matching funds have any restrictions? What benefits will you provide to the Fellow?
6. *Supervision and Training*: Describe your organization’s experience in removing legal barriers to employment and your capacity to train and supervise a Fellow in this area of law. Provide a biography of your proposed supervisors. Describe the orientation and issue area training the Fellow will receive. Describe the supervisory structure the organization will use to support the Fellows day-to-day and over the course of the term of service.
7. *Willingness to Participate in an Equal Justice Works AmeriCorps Evaluation*: Equal Justice Works will conduct a formal evaluation of the Employment Opportunity Legal Corps, comparing clients who receive services from the Employment Opportunity Legal Corps with those who do not. The evaluation may include a randomized control trial. Please describe the organization's experience and track record in conducting and participating in evaluations. Please provide copies of any evaluation of your work on removing barriers to employment. Participation in the evaluation will be a condition of participation in the program.
8. *Audit and Fiscal Management History*: Has your organization had findings on an audit within the past seven years? If so, describe what the findings were and how the issues were resolved or are being resolved. Further, has your organization ever had to refund a private or public grant within the past seven years? If so, describe the reason for the refund and what steps were taken to prevent the issue from reoccurring in the future.

**Budget (25 points)**: Please attach a proposed budget using a format similar to the sample budget found in Appendix C.

If any aspects of your application change at any time, including after you have been accepted into the AmeriCorps program, you must notify Equal Justice Works within 10 calendar days by sending an email to americorpsmail@equaljusticeworks.org.

**APPENDIX A**

**AmeriCorps Prohibited Activities**

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

(1) Attempting to influence legislation;

(2) Organizing or engaging in protests, petitions, boycotts, or strikes;

(3) Assisting, promoting, or deterring union organizing;

(4) Impairing existing contracts for services or collective bargaining agreements;

(5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

(6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

(7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

(8) Providing a direct benefit to—

(i) A business organized for profit;

(ii) A labor union;

(iii) A partisan political organization;

(iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

(v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;

(9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;

(10) Providing abortion services or referrals for receipt of such services; and

(11) Such other activities as the Corporation may prohibit.

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

**Additional note:** The AmeriCorps prohibited activities apply to Employment Opportunity Legal Corps Fellows and the volunteers whom they recruit and manage. The prohibited activities do not apply to other staff in the organization.

**APPENDIX B**

**Sample Budget for an AmeriCorps Legal Fellow Project (Two Fellows)**

**Budget Tip:** The Host Site should limit line items expenses within the “CNCS Amount” column to only proposed amounts for living allowances and the administrative and indirect costs.

You may submit this document in Excel spreadsheet format if you wish.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Type** | **CNCS Amount** **(*from Equal Justice Works*)** | **Grantee Amount** **(*Host Site Match*)** | **Explanation** |
| 1. **Program Operating Costs**
 |  |  |  |
| 1. Travel
 | **$0.00** | **$1,000.00** | *Estimate work-related local and statewide travel costs for Fellows, including travel to non-Equal Justice Works sponsored training.* |
| 1. Equipment
 | **$0.00** | **$0.00** |  |
| 1. Supplies
 | **$0.00** | **$0.00** |  |
| 1. Contractual & Consultant Services
 | **$0.00** | **$0.00** |  |
| 1. Training (Fellow)
 | **$0.00** | **$1000.00** | *Estimate costs associated with orienting and sending Fellows to (non-Equal Justice Works sponsored) trainings and conferences.*  |
| 1. Evaluation
 | **$0.00** | **$0.00** |  |
| 1. Other
 | **$0.00** | **$0.00** |  |
| Subtotal for 1. Program Operating Costs | **$0.00** | **$2000.00** |  |
|  |  |  |  |
| 1. **Member Costs**
 |  |  |  |
| 1. Living Allowance
 | **$48,400.00** | **$0.00** | *The maximum Fellow living allowance is $24,200 per Fellow.*  |
| 1. Member Support Costs Subtotal
 | **$0.00** | **$0.00** |  |
| i. FICA for Members | **$0.00** | **$5,539.00** | *FICA rate of (.0765) \* (living allowance + supplemental benefits.) This must be paid out of match.*  |
| ii. Workers’ Compensation (if applicable) | **$0.00** | **$0.00** |  |
| iii. Health Care | **$0.00** | **$14,000.00** | *Fellows are required to receive health insurance.*  |
| iv. Other Benefits | **$0.00** | **$2,000.00** | *Work-related benefits such as transportation benefits, bar dues, etc.* |
| v. Unemployment Insurance (if applicable) | **$0.00** | **$0.00** |  |
| v. Supplemental Benefits | **$0.00** | **$25,000.00** | *e.g. Housing reimbursement, loan repayment, and other allowable supplemental benefits. Minimum $12,000 per Fellow.*  |
| Subtotal for 2. Member Costs | **$48,400.00** | **$46,539.00** |  |
|  |  |  |  |
| Grand Total | **$48,400.00** | **$48,539.00** | *Host site must match at least 100% of CNCS funds.* |

1. The definition of **economically disadvantaged** in AmeriCorps is: a person who is receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts. [↑](#footnote-ref-1)
2. The definition of **secure a job following the removal of a barrier to employment** is the individual is hired in a new job; individual may have been previously working in a different job or previously unemployed. [↑](#footnote-ref-2)
3. The definition of **economically disadvantaged** in AmeriCorps is: a person who is receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts. [↑](#footnote-ref-3)
4. The definition of **secure a job following the removal of a barrier to employment** is the individual is hired in a new job; individual may have been previously working in a different job or previously unemployed. [↑](#footnote-ref-4)