

**Legal Assistance Project**  
**Providers of Civil Legal Services to Victims of Family Violence**  
**Grant Application Instructions**

**Award Period**

July 1, 2023 – June 30, 2024

**Deadline**

All applications are due by 11:59 p.m. on April 30, 2023

**Grant Funds to be Distributed**

\$2,910,000\*

The Georgia General Assembly appropriated funds to the Judicial Council of Georgia for a grant to provide civil legal services to victims of family violence. The Judicial Council has adopted general guidelines to govern the granting of these funds. It has also delegated to its Judicial Council Standing Committee on Grants the duty of accepting and evaluating grant applications and awarding grants.

The Committee on Grants plans to award these funds starting July 1. Seventy-five percent of the grant money will be awarded pursuant to the poverty population guidelines, which is based on the most current estimates from the U.S. Census, and twenty-five percent of the grant money will be awarded to special needs areas. Grant proposals will be considered from non-profit providers of civil legal services to victims of family violence in Georgia. Providers may apply for funds from both categories.

The full description of the grant program and the formula to calculate the poverty population grant amount are attached, and we urge you to read them before applying.

Applications must include the following:

Cover page: The cover page for your application should include the title of the program, the name and address of the agency submitting the application, the name and address of the agency contact person, the amount requested, the agency's tax ID number, and the month the agency's fiscal year ends.

Introduction: A description of the agency and the establishment of eligibility for applying for and carrying out the grant.

Program Narrative: The application must describe exactly how the agency will implement and address specific program requirements (i.e., special need categories). The program narrative (including the introduction and evaluation) should be no more than 8 double-spaced pages with one-inch margins. Pages should be numbered. The type-size must be at least 12 point.

Evaluation: The application should describe exactly how the activity and its effectiveness will be monitored, measured, and reported. No grants will be made unless the Committee has approved the evaluation process. Grantees will be required to report to the Administrative Office of the Courts every six months detailing how the grant funds were specifically used to assist victims throughout Georgia. Grantees will also be required to track and report the number of divorces provided to domestic violence victims and provide an estimate of the financial benefits retained for victims. The required reporting forms are supplied by the Administrative Office of the Courts and will be posted at <https://jcaoc.georgiacourts.gov/entity/standing-committee-on-grants/>.

Budget: The application should include a budget narrative and budget for the grant. The budget should list the amount requested, the category (i.e., attorneys, specific services to provide), how the budget will be managed, any in-kind contributions to the program, and define direct and indirect costs. The budget narrative should explain each line item of the budget. If the agency previously received a grant from the Committee, any outstanding balance should be indicated. Furthermore, the agency's total budget and other sources of funding should be listed.

Funding Limitations: Please refer to the grant description for permitted uses of the grant funds. Grant funds used for divorces must be directly related to the protection and safeguarding of domestic violence victims. Grant funds used for divorces must not exceed more than 10% of the total amount awarded to the grantee.

Letters of Support: The agency must submit letters of support and cooperation with the application. These letters may be from local programs and community partners which provide services for victims of domestic violence to battered women, children, and the elderly. Letters from judges and members of the General Assembly are also helpful. Agencies should limit the number of letters of support **to no more than 5** letters per application.

Non-profit Status: Agencies must attach a copy of the IRS letter indicating non-profit status, a statement indicating that they are registered and in good standing with the State of Georgia, and utilize E-Verify.

Submission: Applications must be submitted electronically as a PDF file to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov).

Deadline: Applications and attachments must be submitted electronically by 11:59 p.m. on **April 30, 2023**.

***\*Please note:*** Grant funds are appropriated by the State of Georgia and award amounts are subject to change, without prior notice, based on state budget amendments.

If you have questions, please email us at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or call (404) 656-5171.

**DESCRIPTION OF GRANT PROGRAM**  
**OFFICIAL COMPILATION OF THE RULES AND REGULATIONS**  
**OF THE STATE OF GEORGIA**  
**OFFICE OF THE SECRETARY OF STATE**

I. Name of Grant Program: Civil Legal Assistance to Families Victimized by Domestic Violence Project (Short name: Civil Legal Assistance Project).

II. Legal Authority: O.C.G.A. §15-5-24 and Supreme Court of Georgia Order of January 15, 1981 relating to the duties of the Judicial Council/Administrative Office of the Courts.

III. Definition: This is a statewide project designed to provide civil legal services to all persons, adults and children, victimized by or under the direct threat of domestic violence.

IV. Scope: Domestic violence is endemic throughout the nation and in Georgia. From 2012 to 2021, there were 2,632 **family violence related fatalities in Georgia**.<sup>1</sup> Domestic violence shelters refer more than an estimated 10,000 victims of domestic violence to legal service agencies each year. Other legal resources are inadequate to meet the serious needs of these families. This project provides a framework under which Georgia's non-profit legal services programs can serve approximately 6,000 families of domestic violence per year.

V. Purpose: The purpose of this program is to provide civil legal assistance to persons victimized or threatened by domestic violence. Such legal assistance helps with immediate needs through protective orders or orders for custody and child support, and also includes legal assistance with such issues as access to credit and bank accounts, housing, public benefits, employment and other consumer and financial problems that must be resolved to achieve safety, stability and economic security.

A. Eligible Services

This project focuses on providing direct services to victims in two major areas of need by:

1. Providing legal services related to domestic violence, child custody, and family support; and
2. Providing legal services related to the family's economic security and stability, including housing issues, employment-related problems, problems with access to education, and health care.

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<sup>1</sup> Georgia Commission on Family Violence annual fact sheet on domestic violence, *available at* <https://gcfv.georgia.gov/resources/data>

## B. Excluded Services

Certain services are specifically excluded from this program. Excluded services are:

1. Class action suits;
2. Criminal defense;
3. Deportation proceedings;
4. Initial Temporary Protective Orders;
5. Juvenile delinquency;
6. Indirect legal services such as attorney training;
7. Matters to be adjudicated in courts outside of Georgia; or
8. Other client-initiated proceedings not related to the safety, stability, or economic security of the victim or the victim's family.

## C. Eligible Clients

Victims or persons under the threat of domestic violence who have no reasonable access to resources that may be used for legal services are eligible. Evidence of violence or the threat of violence shall be reasonably demonstrated, but may also be shown by the following:

1. A protective order issued by a court of competent jurisdiction;
2. A referral from a domestic violence program or program for children or the elderly; or
3. A warrant or police report indicating an incident involving domestic violence.

## D. Eligible Grantees

1. Eligible grantees for these funds are non-profit corporations registered and in good standing with the State of Georgia with at least two years of experience providing civil legal services in the State.
2. Recipients must also demonstrate they have the personnel and expertise necessary to deliver the services required, that their service delivery structure can adequately provide coverage throughout the geographical area for which the services are proposed, and that they have sufficient administrative recordkeeping capabilities to fulfill reporting requirements necessary for the evaluation of these projects.
3. Community partnerships are critical to achieving success with this program. The applicants must show broad community support and the support and cooperation of local domestic violence programs. Letters of support or other evidence establishing these relationships should accompany applications.

VI. General Terms and Conditions: Grants will be awarded for a one-year term. Each of Georgia's fifty circuits will be included. The amount of funds available for distribution to grantees may change each year based on the amount of funds appropriated to the Judicial Council/Administrative Office of the Courts and the cost of the administrative oversight of these funds. The grant awards are generally announced in July.

Grantees will be required to report to the Judicial Council/Administrative Office of the Courts every six months detailing how the grant funds were specifically used to assist victims throughout Georgia.

VII. Criteria for the Award of Grants: The total population of residents in each county served by the grant recipient will be considered. This number is based on the most current estimates from the U. S. Census Bureau.

In no event shall a grantee provide legal services to a client whose income exceeds 200% of the federal poverty guidelines. Special needs categories (such as homelessness, rural counties with fewer than ten attorneys, or regional areas or counties with a disproportionately high rate of death from domestic violence<sup>1</sup>) will also be considered.

Grant funds used for divorces must be directly related to the protection and safeguarding of domestic violence victims. Grant funds used for divorces must not exceed more than 10% of the total amount awarded to the grantee.

VIII. Directions and Deadlines for Application: Applications for grant funds **must be submitted via email** to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov).

Comments may be submitted to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or (404) 656-5171.

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<sup>1</sup> GEORGIA COMM'N ON FAMILY VIOLENCE, GEORGIA STATE PLAN FOR ENDING FAMILY VIOLENCE, at iv–v, 61–62 (December 2012), *available at* <http://www.gcfv.org/>.

**CIVIL LEGAL SERVICES TO  
FAMILIES VICTIMIZED BY DOMESTIC VIOLENCE GRANT**

**FORMULA TO CALCULATE POVERTY POPULATION FY24 GRANT AMOUNT**

Total poverty population in county(ies) served by grant applicant ÷  
Total persons in poverty in Georgia (see poverty population estimates chart) = % of persons in poverty in the county(ies).

Allocated grant amount × % of persons in poverty in the county(ies) = Amount allowed under grant formula

Example: Domestic Violence Shelter serves Glynn and McIntosh counties

Glynn county poverty population = 13,908

McIntosh county poverty population = 2,204

Total poverty population in county(ies) served by grant applicant: 16,112

$16,112 \div 1,441,351$  (total persons in poverty in GA) = .0111784013748213

$.011178 \times \$2,182,500$  (**75% of total available grant amount**) = \$24,396 (rounded)

**Note:** 75% of the available grant funds are used for awards based upon the poverty population estimates. The total amount of the available grant is \$2,910,000 and 75% is \$2,182,500 (the remaining \$727,500 is awarded to grantees serving special need categories). See the grant notice for more information or contact the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or (404) 656-5171.

## Georgia Poverty Population Estimates

[illegible]