

**Legal Assistance Project**  
**Providers of Civil Legal Services to Kinship Care Families**  
**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**

\$727,500\*

The Georgia General Assembly appropriated funds to the Judicial Council of Georgia for a grant to provide civil legal services to kinship care families. 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 funds 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 funds will be awarded to special needs areas. Grant proposals will be considered from non-profit providers with ten or more years of providing civil legal services to kinship care families or similar services. 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 kinship care families throughout Georgia. The required reporting form is supplied by the Administrative Office of the Courts and will be posted at <https://jcaoc.georgiacourts.gov/entity/standing-committee-on-grants/>.

Grantees will be required to demonstrate how the civil legal services benefited clients including whether the services prevented children from entering foster care.

**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.

**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 kinship care families and children. Letters from judges and members of the General Assembly are also helpful. Agencies should limit the amount 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 Services to Kinship Care Families in Georgia (Short name: Kinship Care 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 kinship caregivers and children living with caregivers who need support to maintain stable homes and care.

IV. Scope: Kinship care refers to full-time, non-parental care of children by grandparents, relatives, and sometimes family friends, without the assistance of parents.<sup>1</sup> Studies show that the benefits of kinship care are substantial. A Georgia House of Representatives study committee noted that “[k]inship care families provide a safe, stable, and nurturing home for children suffering from the trauma of parental separation and other hardship.”<sup>2</sup> It is estimated that informal kinship caregivers save U.S. taxpayers \$4 billion annually by caring for children who would otherwise fall into state custody.<sup>3</sup> Many kinship families are low-income households and face complex issues. Relatives and other caregivers often struggle to care and provide for new members of the household, who often arrive in their care following trauma or crisis. This project will provide civil legal services to this target population to help caregivers create safer and more sustainable households and equip caregivers with resources to stabilize the lives of the children in their care.

V. Purpose: The purpose of this project is to provide civil legal assistance to kinship care families. Such legal assistance helps keep at risk children out of the foster care system and supports them in homes by providing holistic civil legal representation. Legal services can help secure legal custody, financial benefits, healthcare support, educational support, and safe housing.

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<sup>1</sup> *Private Kinship Care: An Underutilized Child Welfare Resource*, Testimony of the National Committee of Grandparents for Children’s Rights and the Empire Justice Center for the June 16, 2011 Ways and Means Hearing Record on Improving Programs Designed to Protect at Risk Youth, available at <https://empirejustice.org/wp-content/uploads/2017/12/private-kinship-care.pdf>

<sup>2</sup> Final Report of the Georgia House of Representatives Study Committee on Grandparents Raising Grandchildren and Kinship Care, 2015, Report prepared by the Georgia House Budget and Research Office, available at [http://www.house.ga.gov/Documents/CommitteeDocuments/2015/Report%20of%20the%20House%20Study%20Committee%20on%20Kinship%20Care\\_signed.pdf](http://www.house.ga.gov/Documents/CommitteeDocuments/2015/Report%20of%20the%20House%20Study%20Committee%20on%20Kinship%20Care_signed.pdf)

<sup>3</sup> Id.

#### A. Eligible Services

Eligible civil legal services for kinship families include:

1. Formalizing the relationship between the child and the kinship caregiver;
2. Services related to the family's economic security and stability including housing issues, employment-related issues, problems with access to education, and health care;
3. Helping families access home, school, and community-based support for children who are living with disabilities; and
4. Helping families with estate planning to protect the child's stability if the kinship caregiver passes away.

#### B. Excluded Services

Certain services are specifically excluded from this program, including:

1. Class action suits;
2. Criminal defense;
3. Deportation proceedings;
4. Juvenile delinquency;
5. Indirect legal services such as attorney training;
6. Matters to be adjudicated in courts outside of Georgia; and
7. Other proceedings not related to the safety, stability, or economic security of the at-risk child or kinship care family.

#### C. Eligible Clients

Eligible clients are kinship care families in need civil legal services related to the safety, stability, or economic security of the child or kinship care family.

#### 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 ten years of experience providing kinship legal services or similar 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 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 Administrative Office of the Courts every six months detailing how the grant funds were specifically used to assist kinship care families throughout Georgia.

VII. Criteria for the Award of Grants: The total poverty population 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, or rural counties with fewer than ten attorneys) will also be considered.

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.

## CIVIL LEGAL SERVICES TO KINSHIP CARE FAMILIES 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 =	<u>2,204</u>
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

$.011178 \times \$545,625$  (**75% of total available grant amount**) = \$6,099 (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 \$727,500 and 75% is \$545,625 (the remaining \$181,875 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.

