

New Applicant Waiver Request

Description

This form is to be used by organizations that wish to apply for an Annual Grant from LTF for CY 2027 but do not meet LTF's Attorney Staffing Requirement. This form is for submitting a request for a temporary, one-year waiver of that requirement. It is the only opportunity for new applicants to request a waiver of this requirement for the CY 2027 Annual Grant Cycle.

Attorney Staffing Requirement

Under the attorney staffing requirement, **grantees must employ at least one (1) qualified attorney**. For the purposes of this requirement, a qualified attorney means an individual who:

- Is directly involved in providing the entity's legal services.

- Is a compensated, full-time employee of the entity.

- Will have been licensed to practice law for a minimum of three years as of January 1 of the year for which an applicant seeks grant funding (e.g., for the CY 2027 grant year, the reference date is January 1, 2027).

For more information about this and the other eligibility requirements for receiving an Annual Grant from LTF, see Part I of the [Annual Grant Guidelines for CY 2027](#).

Limitations on Waiver Requests

A prospective new applicant may request a New Applicant Waiver only when it has an attorney in the role of providing legal services as of 45 days before the Annual Grant application deadline, and the attorney is performing that role on a less than full-time basis or as a contractor. For the CY 2027 grant year, the reference date is August 1, 2026. **Entities that do not meet the other aspects of the Attorney Staffing Requirement (i.e., that the attorney has not been licensed to practice for at least three years or that the attorney is not directly involved in providing legal services) may not request a waiver and are ineligible for LTF funding.**

Instructions

Applicants that submit a timely New Applicant Waiver request will receive a decision about their request by late August, in advance of the September 15 deadline for submitting a CY 2027 Annual Grant application.

Before starting to work on the request, interested applicants should carefully read the Attorney Staffing Requirement and related LTF Waiver Policy and Process sections beginning on page 4 of the [Annual Grant Guidelines for CY 2027](#).

Primary Contact for Application

First Name*

Last Name*

Job Title*

Email Address*

Preferred Phone Number*

Organization Information

Year Established

State the year your organization was established. If you plan to seek funding for a legal aid program that is a distinct sub-unit or program of a larger organization, also state the year your legal aid program was established.

If relevant, supply any additional information that clarifies the year your organization or program was established. Clarifying information would include, for example, a statement that your organization was established five years ago but was recognized as a tax-exempt non-profit by the IRS two years ago.

Year Established*

Character Limit: 500

Annual Budget and Staff Size

In the space below, state the amount of the total annual budget for your organization for the current year, and identify the number of staff employed by your organization. If you plan to seek funding for a legal aid program that is a distinct sub-unit or program of a larger organization, please also state the amount of the total annual budget and staff size of the legal aid program.

Annual Budget and Staff Size*

Character Limit: 400

Community and Organization Characteristics

Community Characteristics

In your own words, describe the community in which your organization or program is based. Please include any relevant data to help provide context for the level of need for the services your organization provides.

Community Characteristics*

Character Limit: 2000

Organization/Program Characteristics

Describe to what extent your organization/program's leadership and governance includes members of the communities it serves. (Organization or program leadership includes people in positions such as executive director, founder, or project lead. Governance refers to boards of directors or advisory boards.)

Organization/Program Characteristics*

Character Limit: 2000

Services Provided, Attorney Involvement, and Quality Assurance

Please describe the services your organization or program provides; whether and to what extent attorneys are involved in providing those services; and how your organization or program ensures that services are being provided and/or supervised appropriately.

Services Provided, Attorney Involvement, and Quality Assurance*

Character Limit: 2000

Current Attorney Staffing

Provide a detailed description of your organization’s current attorney staffing as of August 1, 2026 and the reason(s) you are seeking a waiver. (For example, "We have one part-time staff attorney. We are seeking a waiver of the Attorney Staffing Requirement because they are a part-time employee.")

Current Attorney Staffing*

Character Limit: 2000

Plans to Comply with the Attorney Staffing Requirement

Organizations that obtain a waiver and CY 2027 funding from LTF will be expected to meet the LTF Attorney Staffing Requirement by the time the CY 2028 application is due in September 2027. In the space below, explain how your organization plans to secure and support the required attorney staffing during the next year. Share any additional details about the overall level of attorney staffing your organization is working toward.

Note: Under [LTF's Annual Grant Guidelines for CY 2027](#), an organization that obtains a one-year waiver of the Attorney Staffing Requirement may seek a second waiver if it requires additional time to secure required attorney staffing. Under those circumstances, the organization will need to apply for a second waiver and demonstrate that it has made diligent efforts to meet the Attorney Staffing Requirement but needs more time.

Plans to Comply with the Attorney Staffing Requirement*

Character Limit: 2000

Attorney Resume and Additional Documents

Submit the resume of the attorney serving in the role of providing legal services at your organization. You may also provide additional materials about your organization or program (e.g., annual report, client handouts, details about the client population served, fact sheets) in support of your application.

Please note:

The system will accept only one upload per question. If you have multiple documents, combine them into a single document (e.g., one PDF) and upload.

File Size Limit 3 MB

Document Upload*

File Size Limit: 3 MB

No file selected