

SOUTH DAKOTA COMMISSION ON EQUAL ACCESS TO OUR COURTS

500 East Capitol Avenue
Pierre, SD 57501

Notice of Grant Availability

Approximate Amount of Funding Available: \$250,000

Application Deadline: December 3, 2025

TO: Denise Langley, Co-Coordinator at Access to Justice
William Sulik, Acting Director, Dakota Plains Legal Services
Lea Wroblewski, Executive Director, East River Legal Services

The South Dakota Commission on Equal Access to Our Courts is now accepting grant applications for a request of available funds in the amount indicated above. The application deadline is noted above along with the approximate amount of funding available. Grant application instructions and forms are attached should you wish to compete for funding for the current term.

Thank you. Please do not hesitate to contact us should you have any questions or need further information.

SOUTH DAKOTA COMMISSION ON EQUAL ACCESS TO OUR COURTS

Grant Application Checklist

The South Dakota Commission on Equal Access to Our Courts Grant Application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

☐ **Section I: Cover Letter** (one page)

Include purpose of the grant request and a brief description of how the request enables you to provide efficient, effective and economical services to indigent South Dakota citizens.

☐ **Section II: Summary Sheet Form**

☐ **Section III: Narrative** (See attached questions and instructions.)

Formatting: Use 12-pont font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions.

Page Limit:

General Operating Requests: 4-page limit; answer questions 1-3 and 5-11

Program or Capital Requests: 5-page limit; answer all questions

Narrative Questions:

- ☐ 1. Organization Background
- ☐ 2. Goals
- ☐ 3. Current Programs
- ☐ 4. Program and Capital Requests Only
- ☐ 5. Evaluation
- ☐ 6. Collaboration
- ☐ 7. Volunteers
- ☐ 8. Planning
- ☐ 9. Other Resources
- ☐ 10. Other

☐ **Section IV: Attachments**

- ☐ 1. Applicant's Current Year Funding (CEAC Grant Application Form)
- ☐ 2. Organization's current year budget
- ☐ 3. Current (year-to-date) income and expense report
- ☐ 4. Organization's most current audit report
- ☐ 5. Board of Directors list
- ☐ 6. Proof of IRS federal tax-exempt status

☐ **Section V: Submission Requirements**

☐ Your application is to be submitted as a pdf file by email to greg.sattizahn@ujc.state.sd.us on or before the application deadline.

SOUTH DAKOTA COMMISSION ON EQUAL ACCESS TO OUR COURTS

Summary Sheet

Legal Name of Organization	
Mailing Address	
Telephone Number	
Website	
Director	
Director's Email Address	
Application Contact & Title	
Application Contact's Email Address	
Mission Statement	
Geographic Area Served (Specific to this Proposal)	
Number of Full-Time Employees	
Number of Part-Time Employees	
Type of Grant Requested (General Operating Support; Program Support; Capital Request; or Other)	
Amount of Request	
For requests other than general operating support, summarize what the grant will be used for	
Applicant's Current Budget for Fiscal Year Ending:	
Income	
Expenses	
<div style="display: flex; justify-content: space-between;"> <div> If other than a general operating request: Program or Capital Budget: </div> <div> Dates: From_____ To_____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Income \$_____ </div> <div> Expenses \$_____ </div> </div>	

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

Director

Date

SOUTH DAKOTA COMMISSION ON EQUAL ACCESS TO OUR COURTS

Grant Application Narrative Instructions

General Operating Requests: 4-page limit; answer questions 1-3 and 5-11.

Program or Capital Requests: 5-page limit; answer all questions.

Use 12-point font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions.

1. **ORGANIZATION BACKGROUND.** Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.
2. **GOALS.** Describe the organization's current goals.
3. **CURRENT PROGRAMS.** Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results. *If this request is for a specific program, describe that program in Question 4; describe the organization's **other** programs here.*
4. **PROGRAM AND CAPITAL REQUESTS ONLY.**
 - (a) Provide a summary of the plan for the program or capital request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline.
 - (b) Explain why the organization is approaching the issue and/or opportunity in this way.
5. **EVALUATION.**
 - (a) Describe the organization's overall approach to evaluation.
 - (b) Describe how the organization measures impact.
 - (c) Summarize key evaluation results or findings that demonstrate the organization's impact. Indicate the time frame for the results or findings.
6. **COLLABORATION.** Describe the organization's most significant interactions with other organizations and efforts.
7. **VOLUNTEERS.** Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include number of volunteers and hours (if tracked by the organization).
8. **PLANNING.** Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.
9. **OTHER RESOURCES.** Describe your efforts to obtain funding requested from other sources.
10. **OTHER (Optional).** If there is additional information that is vital to convey in this proposal, do so here. (This must be contained within the four-page limit for general operating requests or the five-page limit for program and capital requests.)

SOUTH DAKOTA COMMISSION ON EQUAL ACCESS TO OUR COURTS
Grant Application
Applicant's Current Year Funding

Funding Source	Amount	Purpose
	\$	

Total Current Year Revenue: \$_____