

## Funding Opportunities for Legal Aid Group User Instructions

Welcome to the NLADA [Funding Opportunities for Legal Aid \(FOLA\) interactive group Web site](#). The following instructions will orient you on using this interactive group site and provide basic instructions on how to post content. FOLA functions a lot like a blog by allowing you to view, comment and respond to comments posted by group users as well as post information specifically related to funding opportunities for legal aid. Hopefully, by following these [10 quick and easy steps](#), you will be ready to jump in and contribute to this online resource.

### 1. Accessing the FOLA Group Web site

In order to access the FOLA group site, you must create an account on [mynlada.org](#) and be a verified subscriber to the group. Instructions on creating an account have been emailed to you. Please follow these instructions before attempting to access the FOLA group site.

Once a subscribed FOLA group member, go to [www.mynlada.org](#) and click [“LOGIN/REGISTER”](#). Enter the email or user name and password provided when you created your account. If you forgot your password, click on [“REQUEST NEW PASSWORD”](#) and enter the email address under which you registered. The system will automatically send you an email requesting you to reset your password.

Go to the [“GROUPS”](#) menu on the top navigation bar and click on [“FUNDING OPPORTUNITIES FOR LEGAL AID”](#). You should now be on the FOLA group site main page.

### 2. Top Navigation Bar

At the top of the group site page, you will see the navigation bar.

Clicking the items on the navigation bar will allow you to navigate within the group site. [“HOME”](#) will take you to the main homepage of [mynlada.org](#). [“FOLA”](#) allows you to return to the FOLA group site main page. [“ABOUT US”](#) explains the purpose and function of this interactive group site.

There are [four main categories](#) where you can post content on this group site. These four categories are [“RELEVANT NEWS”](#), [“FUNDING OPPORTUNITIES”](#), [“REPORTS”](#) and [“STREAMLINING”](#). Instructions 3-6 explain how to add content under each of these categories.

On the far right of this navigation bar is a [Real Simple Syndication \(RSS\) icon](#). This feature allows you to subscribe to feeds posted on the FOLA group site and on the main [mynlada.org](#) site. Further instruction on subscribing to feeds is provided under instruction number 8.

### 3. Relevant News

Relevant News is where you may post periodical news items and announcements related to funding for aid. By clicking [“RELEVANT NEWS”](#), you will see a listing of relevant news in order by the most recent date post. To view the news item, click on the title link. You will see a brief description authored by the group user posting the news item. Clicking on the title link will direct you to the link of the news posting. To return to the previous page, close the window. You may rate or add a comment to this news post. There are also subscriber options for each post that you may select, if desired. Instructions on subscriber options are listed under instruction number 8.

To post a [“RELEVANT NEWS”](#) item, return to the top navigation bar. Under [“RELEVANT NEWS”](#), select and click on [“ADD NEWS ITEM”](#). Complete each content box on the page. [“TITLE”](#), [“SOURCE”](#) and [“BODY”](#) field items must be completed. Under [“SOURCE”](#), do not forget to include the URL link which links to the news item. There is an option to upload an attachment under [“File attachments”](#). You may also [“PREVIEW”](#) your post before posting. And, do not forget to [“SAVE”](#) your posting which then allows your content to appear on the FOLA group site.

### 4. Funding Opportunities

[“FUNDING OPPORTUNITIES”](#) allows you to post state and federal resources for legal aid. Content can include notices about federal funding available by agency or program, best practices in obtaining funding, helpful charts and guides that explain funding resource allocation and information about what stimulus programs are available at the state and local levels.

We have consolidated all funding sources allowing you to [“VIEW ALL”](#) funding sources posted to the Web site or to browse by [“AGENCY OR PROGRAM”](#), [“STATE”](#) or [“TYPE”](#). Browsing by [“AGENCY OR PROGRAM”](#) allows you to select the agency or program by which funding sources may be available. For example, you may search under [“Department of Housing and Urban Development”](#) to see what resources for legal aid are available under this agency.

We plan to incorporate in this menu filter grant programs under each agency that specifically provide funding sources for legal aid. A sample grant program under Department of Housing and Urban Development would be the [“Neighborhood Stabilization Program”](#). For now, the FOLA site only lists by agency.

Browsing by state allows you to see funding opportunities by state. Browsing by [“TYPE”](#) is organized by three categories [“Stimulus”](#), [“Federal Funding Opportunities”](#), and [“Other Funding Opportunities”](#). The [“Stimulus”](#) type allows you to view funding sources available through the federal stimulus package. The [“Federal Funding Opportunities”](#) type allows you to browse federal funding resources available outside the

federal stimulus package. And [“Other Funding Opportunities”](#) allows you to view other grant opportunities, such as grants through private foundations for legal aid.

You can create a funding resource by clicking on [“ADD A FUNDING RESOURCE”](#) under the [“FUNDING OPPORTUNITIES”](#) menu category. Complete each content box and make sure you provide a [“Title”](#), [“State”](#) type, [“Funding Resource”](#) type and [“Agencies/Programs”](#) type, if any are applicable. Then write a brief description under the [“Body”](#) text box explaining more about the funding resource that you are sharing with the group. There is an option to upload an attachment under [“File attachments.”](#) You may also [“PREVIEW”](#) your post before posting. And, do not forget to [“SAVE”](#) your posting which then allows your content to appear on the FOLA group site.

## **5. Reports**

[“REPORTS”](#) include a library of official reports that support the need for legal aid and legal aid funding. Click [“VIEW ALL”](#) to see all reports. You may also browse by term. For example, select [“Domestic Violence”](#) and click [“Apply”](#). A report should appear that is tagged [“domestic violence”](#) explaining the importance legal aid in reducing domestic violence.

To add a report, click [“ADD REPORT”](#). Complete each content box and make sure you provide a [“Title”](#), [“Category”](#) type, and a brief [“Summary”](#). For copyright purposes, please do not upload a report as an attachment unless permission by the author has been granted. You may, however, link to a report which takes users to the Web site where the report can be downloaded. You may [“PREVIEW”](#) your post before posting. And, do not forget to [“SAVE”](#) your posting which then allows your content to appear on the FOLA group site.

## **6. Streamlining**

[“STREAMLINING”](#) shares efforts that NLADA and others are doing to streamline the agency process in administering federal funding sources to legal aid programs and to promote legal aid to federal agencies. If you have any recommendations, lobbying or outreach tools, or other resources that focus on streamlining the federal funding process, please post this information here.

To view NLADA’s proposal submitted to the Obama administration about ways to promote legal aid and address cross-agency problems regarding administration of federal funding sources, click on [“STREAMLINING”](#).

To post information, click on [“ADD EFFICIENCY RESOURCE”](#) under [“STREAMLINING”](#) and complete each content box. There is an option to upload an attachment under [“File attachments”](#). You may [“PREVIEW”](#) your post before posting. And, do not forget to [“SAVE”](#) your posting which then allows your content to appear on the FOLA group site.

## **7. Search Options & View by Term**

The general search box at the top right of the group site page allows you to search the entire [mynlada.org](http://mynlada.org) Web site. With this searching capacity, you can search for items specifically posted to the FOLA group site. Enter the search terms you wish to search for and click on “[Search](#)”. There is also an “[Advanced search](#)” option that allows for a more refined search by category or type.

The FOLA group site also lists taxonomy or tags of posts “[By term](#)”. To view “[By term](#)”, click on the “[By term](#)” tab, located on the main FOLA page.

## **8. Subscriber Options**

If you select a post, there is menu of subscriber options that you may choose from that will notify you via email about specific posts made to the FOLA group site. You may choose to subscribe to all posts made to the FOLA group site, subscribe to a particular type of post, like posts related to the stimulus funding sources, or subscribe to posts made by a specific group user.

## **9. Managing Your User Account**

You may manage your mynlada.org user account from the main [mynlada.org](http://mynlada.org) homepage, accessible by clicking on the “[HOME](#)” menu link. On the top navigation bar, click on your username to view or edit your user profile, sign up or edit email notifications or make other edits to your account.

## **10. Need Help?**

If you require additional assistance with using FOLA or wish to provide feedback on the site, please email [folahelp@nlada.org](mailto:folahelp@nlada.org).