

**Administrative Office of the Courts**  
**NOTICE OF FUNDING AVAILABILITY**  
NOFA No. N16000526N- Reissued 11/13/15



**Access to Justice Department**

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**Access to Justice Grants – District Courts**

The Maryland Judiciary receives state funds each year to support programs that enhance access to justice. This year funds are available for Maryland courts to support the purchase of software tools, technology, consultant services or other costs associated with innovations designed to enhance access to the courts or to legal services for the indigent or other critical populations.

**Grant Purpose**

These grants are being offered to enhance the courts' ability to provide meaningful access to the Maryland courts. Suggested projects include those that address:

1. **Plain Language** – to be used to hire consultants to revise web content and written materials; to fund staff training on this topic and develop in-house expertise.
2. **Diversity and Cultural Competency** – to be used to hire trainers to provide educational programs on this topic.
3. **Website Accessibility** – to be used to hire consultants to redesign websites to ensure accessibility for persons with sensory impairments and to comply with the ADA.

Other projects will be considered that address barriers faced by individuals using the courts.

**Eligible Applicants**

- Maryland District Courts

**Availability and Awards of Funds**

Awards will be made from available funds from the Judiciary's Fiscal Year 2016 budget. Applicants who are awarded funding will receive notice in late December of 2015. **Funding Cycle: January 1, 2015 – June 30, 2016**

**APPLICATION SUBMISSION INFORMATION**

**Application Process**

To apply, submit the Narrative Application, the Budget Application and a Letter of Support signed by the Administrative Judge of the court where the signs will be installed.

**Complete applications must be EMAILED in PDF format to [pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov), no later than the deadline listed below.**

**NOFA Issued:** November 13, 2015

**Application Forms:** Narrative Application  
Budget Application

**Application Due:** **December 11, 2015, 4:30 pm**

**Documents:** Scanned PDF submitted by email only

**Email:** Subject Line: "ATJG Application, [Applicant Name]"

*(Please submit emails with the Subject Title as described.)*

**Delivery Address:** [pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov)

**Grant Submission Checklist**

- Signed Grant Application
- Proposed Budget with Justification
- Support Letter Signed by Admin. Judge

**TECHNICAL ASSISTANCE**

**Conference Call**

Conference Call: **December 1, 2015, 10:00 am.**

*To participate:*

**DIAL: 1-866-247-6034**

**CODE: 8528008595**

*(This conference call is NOT mandatory.)*

**Additional Guidance**

Judiciary General Conditions  
Special Conditions for Access to Justice Grants

**Successful Applicant Tools & Tips**

- Read the NOFA, General Conditions, Special Conditions and application in their entirety.
- If needed, seek guidance with department staff prior to the application deadline.
- Whenever possible, provide timely data in your responses that demonstrate the effectiveness of your program.
- Provide a justification for every budgeted line item.
- Proofread your application.

Questions:

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