

GRANT GUIDELINES FOR MID-YEAR GRANTS

DEPARTMENT OF FAMILY ADMINISTRATION Maryland Administrative Office of the Courts

Policy: The Maryland Administrative Office of the Courts reserves the right to award grants from state funds throughout the fiscal year, provided that sufficient funds are available, for key projects and initiatives that support the state's family justice system. These awards may be offered to courts, other state agencies, or non-profit organizations that support the goals of Maryland's Family Divisions and Family Services Programs or otherwise enhance access to the state's family justice system.

Notification Process: A Notice of Funding Availability will be prepared and submitted to eligible grantees. If the Notice of Funding Availability is limited to invitees only, it will state so in writing. The Notice will *not* be published but will be posted on the department's website.

Funding Period: The funding period will be defined in the Notice of Funding Availability. Unless otherwise approved, the funds awarded will be for projects to be completed by the end of the current state fiscal year.

Application: Applicants will be instructed to complete the appropriate application as identified in the Notice of Funding Availability.

Approval: Grant applications will be reviewed by an *ad hoc* review committee to be appointed by the department's Executive Director. The review committee will include relevant staff with subject matter expertise, the Executive and/or Deputy Director, the department's financial officer and the Judiciary's grants coordinator.

Applicability of Guidelines for Grant Recipients: Unless information is provided to the contrary in the Notice of Funding Availability or a grant award letter, all other provisions of the department's general guidelines, the *Guidelines for Grant Recipients*, will apply.