Administrative Office of the Courts
MEDIATION AND CONFLICT RESOLUTION OFFICE
2001-C COMMERCE PARK DRIVE, ANNAPOLIS, MD 21401
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Conflict Resolution Project Grants
Application Instructions

Introduction and Purpose

MACRO's mission is to collaborate with stakeholders statewide to develop and expand conflict resolution services and education in courts, communities, schools, state and local government agencies, criminal and juvenile justice programs, family service programs, and businesses; and to promote quality assurance in mediation throughout Maryland.

MACRO's Conflict Resolution Project Grant Program provides funding for Alternative Dispute Resolution (ADR) programs and projects which support and further its mission. We are particularly interested in projects which will benefit the courts and citizens of Maryland, as well as projects which will expand access to justice and prevent conflicts from escalating into violence or litigation. MACRO funds are *not* intended to supplant existing services, nor are they intended to cover all operational costs for any given program.

1. CATEGORIES FOR FUNDING CONSIDERATION:

- **Starting or Expanding an ADR Program** – including, but not limited to, case screening and referrals, hiring/recruiting new mediators, case management, creating a quality assurance program, program evaluation, and public awareness projects for ADR programs.

- **Mediator/ADR Practitioner Quality** – including, but not limited to, trainings, workshops, conferences, and assessments.

- **Public Conflict Resolution Education** – including, but not limited to, conflict resolution skills trainings and conflict prevention workshops for members of the public.

- **Conflict Resolution Services** – including, but not limited to, providing and/or using mediation, community conferencing, large group facilitation, etc. to resolve disputes or address complex problematic issues.

- **ADR- Related Research**- structured academic research on topics that will improve or deepen understanding of dispute resolution services in Maryland.

Activities MACRO will <u>not</u> fund: Projects or research for religious, political or lobbying purposes.

2. ELIGIBILITY

Courts and government agencies within the state of Maryland, non-profit organizations, and institutions of higher education are eligible to apply.

3. Application Deadline

Grant applications must be compiled into one PDF document and submitted electronically to: MACROgrants@mdcourts.gov **by *5:00pm on* Wednesday*, March 18, 2015*.**
This deadline applies to both the Standard Application form and the Short Application form.

4. Completing the Application

Grant requests must be typed and submitted on a MACRO grant application form. The application and all attachments must combined into one PDF document. Applicants that have Adobe Acrobat Pro may submit their applications with authorized digital signatures. All others must print, sign and scan the application. Requests for amounts of $5,000 or less may be submitted using the Short Application Form. Requests for more than $5,000 must use the Standard Application form.

Applicant Information

- Briefly, in no more than one paragraph, tell us about your organization, or agency, and its mission. Please also include any previous experience your organization has had with alternative dispute resolution projects. You may wish to attach your organization's program brochures, annual report, or other publications, to your application.

Project Description

- The Project Description section asks grantees to describe in detail *what* the project entails, *why* it is important, *who* will be involved, *when* you plan to accomplish particular components of your project, and *how* it meets both your organization's mission as well as MACRO's. Please provide as much detail as you can in your discussion. Be sure that your statements clearly identify what the project is, and how MACRO funds will help you to accomplish it.
- If your project involves working with, or receives support from, other organizations, *you must submit letters in support of the project from these organizations* with your application.

Direct Service

- Most MACRO Conflict Resolution Project Grants will involve some direct service. Direct service might include offering conflict resolution services, such as mediation or community conferencing, putting on a training for either the public or an internal audience, such as staff or practitioners on a roster, providing mentoring or observation services, etc.
- For projects that involve any kind of direct service, *applicants must complete the direct service table*. If you are requesting funds for a new project, or requesting funds for the first time, please include any performance data that you already have. This data helps MACRO determine the capacity of your organization to complete the proposed project.
- Note: **You MAY change the labels on the left side of the table to match the kind of service you will be providing. You may not, however, change the year labels on the top.**

Evaluation

- Evaluating your project is as important as doing your project. MACRO asks grantees to develop their goals and evaluation plan at the beginning of their project. Applicants using the Short Application form can write a paragraph outlining their goals and objectives. Applicants using the Standard Application form must use the Goals and Evaluation Plan form, which can be downloaded from MACRO's website: http://www.mdcourts.gov/macro/guidelinesforms.html
- For projects that will be providing direct service (either to a public or to an internal audience), please be sure to include goals and outcomes related to the services you plan to offer.

- **We can help you develop your evaluation plan:** If you need assistance in determining how to evaluate your project you may contact MACRO's ADR Projects Evaluations Director, Nick White, at 410-260-3540 or by email at nick.white@mdcourts.gov.
- Make sure to save this form where you can find it. If your grant application is approved, you will use the same form when you submit your progress/final report.

Budget

- All requests for MACRO Conflict Resolution Project Grants must complete and submit the **Proposed Budget with Justification form**, which can be found on MACRO's website: http://www.mdcourts.gov/macro/guidelinesforms.html. The first tab is where you enter your project budget and the funding amounts you are requesting from MACRO. The second tab is where you enter the justifications for your funding request.
- Use the **Budget Application Tab** to outline your project budget including all anticipated expenses associated with the project, and other sources of potential funding. The amount of funds you are requesting from MACRO should be listed in the "Requested Amount" column, while funds you anticipate coming from another source should be listed in either the "Contributions Requested from Other Judiciary Sources" column (such as the Dept. of Family Administration), or the "Contributions from Other (non-Judiciary) Sources" column. Please be sure to round your request to the nearest whole dollar.
- Use the **Budget Justification Tab** to explain how you calculated the amount you are requesting. This tab is NOT a place write about the need for what you are requesting, but rather why you need the specific AMOUNT you are requesting.
- Your budget should include expenses that are directly related to the implementation of your project (your direct expenses). Allowable direct costs include, but are not limited to: personnel, consultants, equipment, training/education, printing, public outreach and education, food, and travel.
- Your request may include indirect costs, but you must specifically justify their inclusion. Indirect costs may not exceed 10% of the total MACRO funds requested. ***Courts and government agencies may not request indirect costs.***
- If your project will generate income, such as income from fees or registration costs, please be sure to include in your budget the amount of revenue you anticipate receiving and indicate how these funds will be used. Any revenue collected must benefit the project.
- When requesting funding for a staff position, please include the percentage of time that will be covered by the amount requested. For positions that will also be working on other non-MACRO funded projects, the total percentage of time an individual is assigned to various projects should never equal more than 100%. If an individual's entire salary is to be paid for from a MACRO grant, that individual should not have any time allocated to other projects.
- All grant applicants are strongly encouraged to seek additional funding from sources other than MACRO. In many instances, federal, state or local funding support may be appropriate along with private grants or donations. Upon request, MACRO may be able to provide letters of support or other assistance as needed for projects to receive additional funding from other sources.
- When developing your project budget and timeline, please be aware that MACRO funds may not be spent prior to the start of the official grant period. Any funds spent before this date will not be reimbursable.

5. Renewal of MACRO Funds

MACRO grants are not intended to be relied upon by grantees as a continuous source of long-term funding, however, MACRO provides ongoing support for ADR in three areas: Circuit Courts, and community mediation and community conferencing centers, which provide free services to the District and Circuit Courts. Grantees

who wish to seek renewal funding must reapply each year, and receipt of funding in one year in no way guarantees renewal of funding in subsequent years.

For projects outside of these three areas, MACRO may provide funding for up to three years. Again, applicants must reapply every year, and receipt of funding in one year does not guarantee funding in subsequent years. In some circumstances, MACRO may be willing to consider funding a project beyond three years. Applicants who wish to be considered for funding beyond three years should discuss this option with MACRO staff, and plan to submit a written justification with their application form.

6. CONTACT INFORMATION

If at any time before, during or after your grant period, you have questions about your grant or the terms contained in the General Grant Conditions or these Special Conditions, please contact the MACRO staff listed below.

Name	Email Address	Area of Specialty
Rachel Wohl, Esq. MACRO Director	Rachel.wohl@mdcourts.gov	Courts, Community Mediation, Creating new Partnerships, Training
Alecia Parker Budget & Grants Director	Alecia.parker@mdcourts.gov	Community Mediation, Community Projects, and Education, as well as all questions about submitting and managing a MACRO grant
Heather Fogg ADR Resources Coordinator	Heather.fog@mdcourts.gov	Community Conferencing, Restorative Justice, and other criminal and juvenile justice projects.
Cheryl Jamison, Esq. Quality Assistance Director	Cheryl.jamison@mdcourts.gov	Mediator Quality Assistance and Continuing Education Projects
Nick White ADR Evaluations Director	Nick.white@mdcourts.gov	Research and evaluation projects, as well as questions or assistance with developing the evaluation component of all grants.
Vacant Court ADR Resources Director		Court Programs