**Administrative Office of the Courts**

juvenile & family services

187 harry s. truman parkway, Annapolis, MD 21401

**NOFA#:** N21-0002-25I

**Grant Application Cover Sheet**

**Applicant Organization Name**:

**Office/Department/Unit (if applicable):**

**Program Name (if different):**

**Address**:

**City**: **State**: **ZIP**:

**Federal Employee Identification Number (FEIN)**: **DUNS** (if applicable): NA

**Amount Requested:** $ **Matching Funds**: NA

(if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Organization Personnel** | **Name** | **Phone Number** | **Email** |
| Administrative Judge/ Organization Director: |  |  |  |
| Court Administrator/ Administrative Clerk: |  |  |  |
| Project Manager: |  |  |  |
| Project Finance Manager: |  |  |  |

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| --- | --- |
| **Authorizing Signatures** *By signing below, the applicant agrees to abide by all terms of the Maryland Judiciary’s General Grant Conditions as well as the terms of the Special Grant Conditions for FY21 Special Project Grants.* | |
| **Director/Administrative Authority:** | **Financial Authority:** |
|  |  |
| *Printed Name* | *Printed Name* |
|  |  |
| *Title* | *Title* |
| *Signature Date* | *Signature Date* |

**Please compile your application into one PDF document and submit your application via email to:**  [**DJFSGrants@mdcourts.gov**](mailto:DJFSGrants@mdcourts.gov) **by March 13, 2020.**

**RENEWAL Application – *SHORT FORM***

This application is only to be used by applicants seeking to renew a project that was funded by Juvenile & Family Services as a Special Project in FY20. Applications for new projects (even if the organization was funded for a different project in FY20) must be submitted on the long application form. *If you have questions about which form to use, please contact us.*

**A. FY20 PROJECT SUMMARY** *(Please limit to less than one page)*

***These questions pertain to the project that is currently funded by the Juvenile & Family Services.***

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| --- | --- | --- | --- | --- | --- |
| **1. FY20 OUTCOMES**  **a. Is the FY20 project on track to achieve the assigned performance measures as outlined in your FY20 Grant Award and Acceptance Form?**  ***Please explain below.***   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **YES** |  |  | **NO** |   **b. Using data and specific examples, please describe whether the FY20 project has been successful *(regardless of whether that success is reflected in the specific performance measures).*** |

**B.**  **FY21 PROJECT SUMMARY**

***These questions pertain to the project for which future funding is being requested.***

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| --- | --- | --- | --- | --- | --- |
| **Project Description**  **Please provide brief answers to the questions below to summarize the proposed project.**  **a. What is the project’s main function/purpose?**  **b. Who will benefit from this program?**  **c. What counties will be served?**  **Is this project the same as the project funded in FY20?**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **YES** |  |  | **NO** |     ***IF NO, DO NOT USE THIS SHORT FORM, please use the LONG FORM to apply for funding for a new project.*** |
| **B. GOALS, ACTIVITIES, & OUTCOMES**  **Please include a basic timeframe for completion of each project activity listed.**   |  | | --- | | **Goal #1:** | |  | | ***Project Activities:*** | |  | | ***Measurable Outcome(s):*** | |  | | **Goal #2:** | |  | | ***Project Activities:*** | |  | | ***Measurable Outcome(s):*** | |  | | **Goal #3:** | |  | | ***Project Activities:*** | |  | | ***Measurable Outcome(s):*** | |  | | **Goal #4:** | |  | | ***Project Activities:*** | |  | | ***Measurable Outcome(s):*** | |  | | **Goal #5:** | |  | | ***Project Activities:*** | |  | | ***Measurable Outcome(s):*** | |  |   **Describe any challenges that you anticipate in achieving the outcomes listed and how those challenges will be addressed:**  **2. Evaluation**  **Describe how this project’s success will be evaluated.** |

**D. FY21 Project Financial Management**

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| **1. Is your project on track to spend all funds awarded for FY20? If no, why not?**  **2. If you are requesting more funding than your project was awarded in FY20, please explain the need for additional funds and how the additional funds will be utilized.**    **3. If you have new expenses in your FY21 budget that will be charged to this grant, please describe why the expense is needed and how it was funded in the past.**  **4. In the personnel category, if the fringe for any position is greater than 25% of the salary, please provide a break-down of fringe costs.**  **5. Are the costs listed in the budget all ongoing, or are there one-time costs included? Please describe any one-time costs and explain why they are needed.**  **6. What other funding has been sought or secured to support this project?** |

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| --- | --- | --- | --- |
| |  | | --- | |  | | **Special Projects Grant Application Checklist**  *Please use this checklist as a tool to ensure that your application is complete.*  *Do not submit this checklist with your application.* | |  | |

# **Application cover sheet**

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| --- | --- |
|  | Signed by BOTH the organization’s director/administrative authority and financial authority. |

# **Application**

|  |  |
| --- | --- |
|  | FY21 Grant Application Short Form |
|  | Budget Application (separate Excel Document)  *Include BOTH the Proposed Budget and the Budget Justification.* |

# **Other Required attachments**

|  |  |
| --- | --- |
|  | Letters of Support  Two support letters are required. If your program works directly with the court, at least one support letter should come from the court.   * Address letters to:   Richard Abbott, Director  Juvenile & Family Services  Administrative Office of the Courts  187 Harry S. Truman Parkway  Annapolis, Maryland 21401   * Letters should accompany the application OR can be scanned and emailed to [DJFSGrants@mdcourts.gov](mailto:DJFSGrants@mdcourts.gov) directly by the author. * Programs will be notified by email when a letter is received directly from the author. * We cannot guarantee that letters received after **March 13, 2020** will be considered. |

# **Submission**

|  |  |
| --- | --- |
|  | Scan all application documents as one PDF file, ordered as they are listed on this checklist. |
|  | Submit via email to [DJFSGrants@mdcourts.gov](mailto:DJFSGrants@mdcourts.gov) by 11:59 pm on **March 13, 2020**. |

Any questions concerning the submission of this application should be directed to Pen Whewell, Grants Specialist – 410-260-1262 or [*DJFSGrants@mdcourts.gov*](mailto:DJFSGrants@mdcourts.gov)