

Administrative Office of the Courts
Mediation and Conflict Resolution Office (MACRO)
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FY2019 Special Grant Conditions for Conflict Resolution Projects

The following conditions apply to all MACRO Conflict Resolution Project Grant Applications and Grant Awards, in addition to the conditions specified in the Judiciary's General Grant Conditions

1. 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 will benefit the courts and people of Maryland. We are particularly interested in programs and projects which will expand access to justice, enable the resolution of disputes with efficiency and quality, as well as 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. MACRO will not fund religious, political, or lobbying activities.

Typical Funding Areas:

- **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.

2. ELIGIBILITY

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

3. COMPLETING THE APPLICATION

Grant requests must be typed and submitted on the forms provided. The application and all attachments must be combined into one PDF document and submitted to MACRO@mdcourts.gov by the deadline specified in the Notice of Funding Availability.

The following methods of electronic signature are accepted:

- print, sign and scan
- image file of an authorized signature inserted into the application

4. SUPPORT FOR ONGOING PROJECTS/RENEWAL REQUESTS

MACRO provides ongoing support for ADR in three areas: Circuit Courts, community mediation, and community conferencing services. Grantees who wish to seek funding must apply each year, and receipt of funding in one year does not guarantee funding in subsequent years.

For projects outside of these three areas, MACRO may provide funding for up to three years. Applicants must apply 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.

5. RESTRICTIONS ON USE OF FUNDS

Funds received from MACRO are intended solely to be used for the activities outlined in the grantee's grant application, and approved as part of the grant award. By signing the Grant Award and Acceptance Form, grantees agree to use the funds only for those purposes.

6. REPORTING REQUIREMENTS

Grantees are required to report on progress toward specific project goals and provide statistical and financial information on a quarterly basis. For all MACRO Project grants, these reports include:

- Narrative report – Grantees must use the appropriate Quarterly Report Form that corresponds to their program. These forms can be downloaded from: <http://mdcourts.gov/procurement/grants/macro/index.html>
- Financial report – This is an Excel workbook provided to grantees at the start of the award that includes tabs corresponding to each quarter. The quarterly detail report must be submitted even if no funds have been spent in a quarter.

All reports must be submitted electronically to MACRO and emailed to MACROgrants@mdcourts.gov by the due dates outlined below. Reports must be signed and submitted as a single combined PDF file. Paper copies of the reports **DO NOT** need to be submitted. When a due date falls on a weekend or holiday, reports are due the next business day. MACRO will not release any grant disbursements to grantees if the required reporting forms have not been received and approved.

Reporting Due Dates:

| <u>Reporting Period</u> | <u>Report Required</u> | <u>Due Date</u> |
|-------------------------|------------------------|------------------|
| July - September | Progress Report | October 31, 2018 |
| October - December | Progress Report | January 31, 2019 |
| January - March | Progress Report | April 30, 2019 |
| April - June | Final Report | August 15, 2019 |

7. EVALUATION AND DATA COLLECTION

Grantees are required to track and evaluate the success of their project. To accomplish this, grantees are asked to include in their grant application both performance and programmatic goals, as well as measurable outcomes that will determine when the goals have been met. The measurable outcomes should be numeric in nature – such as a number count, or a percentage. All grantees will be asked to report on their progress toward achieving the goals and outcomes in their quarterly reports.

Applicants who would like assistance with determining appropriate goals and measurable outcomes, can contact Nick White, MACRO's ADR Evaluation Director, at nick.white@mdcourts.gov.

7.1 MACRO-Sponsored Evaluations

MACRO periodically conducts evaluations, at its own cost, of grant-funded projects. These evaluations are not intended to be an evaluation of the grantee, but rather an attempt to capture the benefits of MACRO's grant program, and to assess the advancement of ADR within Maryland. By accepting a MACRO grant, grant recipients are agreeing to cooperate with MACRO-sponsored evaluation projects.

8. REQUESTING GRANT PAYMENTS

Grant funds are disbursed on a quarterly reimbursement basis. MACRO will reimburse grantees for the exact amount that has been spent each quarter. To receive each payment, grantees must submit a quarterly report (see above) as well as the appropriate quarterly invoice from the financial workbook. Grantees who have spent 100% of their grant award and who have completed their project may submit their final report and reimbursement request at any time prior to the August 15th deadline.

8.1 Advance Payment Option – Nonprofit grantees only

If nonprofit grantees will incur a financial hardship by having to wait to be reimbursed, they may request to receive the first 25% of their grant award at the start of the grant period. To request this, grantees must contact MACRO and submit an Alternate Disbursement Request Form. If approved, grantees will receive an alternate financial workbook. MACRO will hold the final 10% of the grant amount until the final report is submitted. Grantees may submit the first invoice from the financial workbook anytime during the first 60 days of the grant period. All remaining payments will be made on a reimbursement basis. Note: Grantees who use this option may not receive a full reimbursement in the 3rd or 4th quarter to offset the advance funds received at the start of the award period. This option is not available to courts and government agencies.

8.2 Spending Funds During the Grant Period

MACRO grant funds must be spent only during the grant period. No grant funds may be requested or spent on activities or expenses that will occur prior to the start of the official grant period. See Grant Award and Acceptance Form for official grant period dates. Similarly, MACRO will only reimburse grantees for funds spent or obligated before the end of the grant period. Grant funds are considered spent when payments for goods/services/salaries have been completed. Grant funds are considered obligated if the grantee has purchased and *received* goods/services/staff time on or before June 30th, but have not yet paid the invoice/staff paycheck. **Grant period extensions will not be granted. Grantees will only be reimbursed for funds they have spent or obligated prior to the end of the grant period.** Please be aware that MACRO will monitor your financial expenditures throughout the grant period and may delay grant payments or reduce the amount of your total grant award if expenditures are significantly delayed or below budgeted levels.

9. FUNDING AVAILABILITY/LACK OF PERFORMANCE/NON-COMPLIANCE WITH TERMS

MACRO is committed to supporting conflict resolution programs and projects throughout Maryland, subject to funding availability. MACRO's grant funds are state general funds approved by the legislature

as part of the Judiciary's budget to support conflict resolution in several areas. Availability of grant funding is dependent on the state budget process among other factors. MACRO reserves the right to withhold, reduce or cancel a grant award based on the availability of funding, lack of grantee performance, or for grantee non-compliance with the Judiciary's General Grant Conditions or these Special Grant Conditions for Conflict Resolution Projects.

Additionally, all grantees are required to submit a fourth quarter estimate of how much they anticipate spending by June 30th, as well as the amount of any funds they anticipate not spending. The form for this report is contained in the financial workbook provided at the start of the grant. Grantees will receive a notice in early June with a deadline for submitting their estimate.

10. ACKNOWLEDGMENT OF MACRO SUPPORT

Grantees must agree to include the following acknowledgment on all published materials, reports or products (paper or electronic) created with MACRO grant funds: "Produced with support from the Maryland Judiciary's Mediation and Conflict Resolution Office."

11. 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 Grant Conditions, please contact MACRO.

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