**Administrative Office of the Courts**

**Mediation and Conflict Resolution Office (MACRO)**

**2001-C Commerce Park Drive, Annapolis, MD 21401**

NOFA #: N19-00017-25G

**FY2019 Mid-Year Conflict Resolution Project Grant**

**Application Cover Sheet**

[For all conflict resolution grant requests regardless of amount.]

**Organization Name**:

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

**Program Name (if different):**

**Address**:

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

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

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

(If applicable)

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

|  |  |
| --- | --- |
| **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 FY2019 Special Grant Conditions for Conflict Resolution Projects.* | |
| **Director/Administrative Authority:** | **Financial Authority:** |
|  |  |
| *Signature* | *Signature* |
|  |  |
| *Printed Name* | *Printed Name* |

*Title Date Title Date*

**Please compile your application into one PDF document and submit your application to:** [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov) **by *Friday, April 5, 2019.***

**Application Checklist**

**Please be sure that your application contains everything on this list, and that you have arranged your materials in the following order:**

**All Applicants**

* + **Application Cover Sheet and Narrative Project Description (below)**
  + **Performance Goals Statement**
  + **Proposed Budget**

**Non-Profit Applicants ONLY (Please also include the items below.)**

* **Letters of support for your project and/or organization from partnering organizations**
* **Your organization’s current annual operating budget**
* **Copy of your organization’s most recent external audit/independent review**
* **List of Board of Directors, if appropriate; and their affiliations**
* **For NEW non-profit organizations or first-time applicants: a copy of your 501(c)3 IRS Letter and a W-9 Form**

**NOTICE**

**The following terms and conditions apply to this grant application, and any corresponding grant award. Please be sure to read both documents prior to submitting your application:**

**Judiciary General Grant Conditions:** [**http://mdcourts.gov/procurement/grants/index.html**](http://mdcourts.gov/procurement/grants/index.html)

**[Updated for FY19 grants.]**

**MACRO’s Special Grant Conditions for Conflict Resolution Projects:**

[**http://mdcourts.gov/procurement/grants/macro/index.html**](http://mdcourts.gov/procurement/grants/macro/index.html)

**Application Narrative (Project Description)**

1. **Applicant Information**

Briefly describe your organization and its mission.

**2. Please briefly summarize your proposed project.** (**50 words or less**)

**PROJECT DESCRIPTION**

**3. Please describe your proposed project in detail.**

Be sure to include the activities that will take place, who the primary target audience will be, the need for funding support from MACRO, and how this project will benefit your organization and support the mission of MACRO.

**4. Project Timeline**

**Please outline your proposed timeline for your project:**

Description of Activities Date(s)

**GOALS AND EVALUATION**

**5. Program Goals**

In the table below, list the goals for your project, as well as the activities and measurable outcomes that will be used to accomplish your goals and measure your progress. Be as specific as possible.You may list as many goals as your project has. (An example can be found at the end of this section.)

Definitions

*Goals = What you want to accomplishments with this project. (What will success look like?)*

*Activities = The activities that will be completed to accomplish your goal.*

**We can help you develop your programmatic goals:** If you need assistance in determining your goals or measurable outcomes, you may contact MACRO’s Research & Evaluation Director, Nick White, at 410-260-3540 or by email at [nick.white@mdcourts.gov](mailto:nick.white@mdcourts.gov).

|  |
| --- |
| **Goal #1:** |
| Activities to accomplish this goal: |
| **Goal #2:** |
| Activities to accomplish this goal: |

**7. Budget**

**Please complete the Proposed Budget with Justification Form and attach it to your application.**  You can download this Excel form at: <http://mdcourts.gov/procurement/grants/macro/index.html>

The budget proposal section of your application must include both a complete Budget Application and Budget Justification (See tabs at the bottom of the workbook).

Budget Form Instructions:

* 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 to write about the need for what you are requesting, but rather how you calculated 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.
* 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.
* 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 be used to benefit the project.