

Administrative Office of the Courts
Mediation and Conflict Resolution Office (MACRO)
2001-C Commerce Park Drive, Annapolis, MD 21401
PH: 410-260-3540; MACROgrants@mdcourts.gov



FY2017 Special Conditions for Conflict Resolution Project Grants

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

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 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.

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.

MACRO will not fund religious, political or lobbying activities.

2. ELIGIBILITY

Courts and 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. Applicants that have Adobe Acrobat Pro may submit their applications with authorized electronic 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.

4. SUPPORT FOR ONGOING PROJECTS/RENEWAL REQUESTS

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 funding must apply each year, and receipt of funding in one year in no way guarantees 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 approved grant application. By signing the Grant Award and Acceptance Form, grantees agree to use the funds only for that purpose.

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 Quarterly Report Form for Conflict Resolution Grants. At the end of the grant period or the conclusion of the grant project, whichever comes first, grantees must also submit the Year-End Summary Report with their Quarterly Report. Both of these forms can be downloaded from: <http://mdcourts.gov/procurement/grants/macro/index.html>
- Goals and Evaluation Plan form – Update the plan submitted with the grant application.
- Financial report – This includes the appropriate tabs from the Excel Workbook provided to grantees at the start of the award. 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 scanned PDFs of the signed hard copy reports. The 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, or have not been completed to MACRO's satisfaction.

All reports must be submitted electronically to MACRO via email to MACROgrants@mdcourts.gov by the due dates outlined below. Reports must be scanned PDFs of the signed hard copy reports. The

paper copies of the reports DO NOT need to be submitted. Original reports should be maintained in the grantee's files (electronic or hardcopy). 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, or have not been completed to MACRO's satisfaction.

Reporting Due Dates:

<u>Reporting Period</u>	<u>Report Required</u>	<u>Due Date</u>
July - September	Progress Report	October 31, 2016
October - December	Progress Report	January 31, 2017
January - March	Progress Report	April 30, 2017
April - June	Final Report	August 15, 2017

7. EVALUATION AND DATA COLLECTION

Grantees are required to evaluate their project according to the plan submitted with their application. Grants over \$5,000 are required to use Goals and Evaluation Plan form to both develop and track the evaluation plan for their grant funded project.

Grantees whose projects include providing direct service (either to the public or to an internal audience), must collect and report on evaluation data over the course of the grant period and analyze it in order to assess the services provided. The data might include the number of trainees, forms on which the trainees evaluate the training, the number of people attending a conference, forms on which the attendees evaluate the conference, the number of cases being screened for ADR, the number of cases being referred to mediation (or other ADR process), the number of cases settled or partially settled in mediation (or other ADR process), the number of staff participating in the program, etc. Grantees that provide direct service must include a summary table of the data they have collected, as well as a narrative statement discussing the conclusions of their analysis, in each of their reports.

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.

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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.

- Please be aware that no MACRO grant funds may be requested or spent for 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. Any funds spent before this date will not be reimbursable.

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 in advance. To request this, grantees must contact MACRO, and submit an Advance Payment Request Form. If approved, grantees may submit the 1st invoice from the financial workbook on July 1st. All remaining payments will be made on a reimbursement basis.

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 Conditions for Conflict Resolution Project Grants.

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 Conditions, please contact MACRO.

Jonathan S. Rosenthal, Esq.

MACRO Director

Jonathan.rosenthal@mdcourts.gov

410-260-3548

Alecia Parker

Budget & Grants Director

Alecia.parker@mdcourts.gov

410-260-3544