

**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**



## **FY2018 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 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. The following methods of electronic signature are accepted:

- print, sign and scan
- image file of an authorized signature inserted into the application
- Adobe Acrobat Pro Signature [Not certified signatures, as that will lock the document to any modifications, include page rotations, receipt stamps.]

## **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 submit the Year-End Summary Report. Both of these forms can be downloaded from: <http://mdcourts.gov/procurement/grants/macro/index.html>
- 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](mailto:MACROgrants@mdcourts.gov) by the due dates outlined below. Reports must be scanned PDFs of the signed hard copy reports. 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.

**Reporting Due Dates:**

<u>Reporting Period</u>	<u>Report Required</u>	<u>Due Date</u>
July - September	Progress Report	October 31, 2017
October - December	Progress Report	January 31, 2018
January - March	Progress Report	April 30, 2018
April - June	Final Report	August 15, 2018

**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 measureable outcomes that will determine when the goals have been met. The measurable outcomes must 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.

**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.

MACRO periodically conducts evaluations of grant funded projects, at no cost to the grantee. 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 15<sup>th</sup> 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 first invoice from the financial workbook on July 1<sup>st</sup>. All remaining payments will be made on a reimbursement basis.

**Please note: 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 30<sup>th</sup>, 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.

Additionally, all grantees are required to submit a fourth quarter estimate of how much they anticipate spending by June 30<sup>th</sup>, 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 mid-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 Conditions, please contact MACRO.

**Jonathan S. Rosenthal, Esq.**

MACRO Director

[Jonathan.rosenthal@mdcourts.gov](mailto:Jonathan.rosenthal@mdcourts.gov)

410-260-3548

**Alecia Parker**

Budget & Grants Director

[Alecia.parker@mdcourts.gov](mailto:Alecia.parker@mdcourts.gov)

410-260-3544