**Maryland Judiciary**

**District Court for Frederick County**

**100 W. Patrick St.**

**Frederick, MD 21701**

**District Court for Washington County**

**36 W. Antietam St.**

**Hagerstown, MD 21740**

**FO: O-DC-2024-0016**

**Grant Application Cover Sheet**

**Applicant Organization Name**:

**Office/Department/Unit:**

**Project/Program Name:**

**Address**:

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

**Federal Employer Identification Number (FEIN)**: **UEI**:

**Amount Requested:**  **Match** *(If Applicable)*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Organization Personnel** | **Name** | **Phone Number** | **Email** |
| Organization Director: |  |  |  |
| Project Manager: |  |  |  |
| Project Finance Manager: |  |  |  |
| **Authorizing Signatures** *This application is subject to the General Grant Conditions, Special Conditions for the FY24 District Eleven Veterans Treatment Court and the FY2024 Special Conditions for District Court Budget Requests. The Organization shall not without the AOC’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any information which may be held or maintained by the Judicial branch as Confidential Information except for the sole and exclusive purpose of performing under the project. The Organization may be required to complete and sign a Non-Disclosure Agreement.*  *By signing below, the Authorized Official binds the Organization to all terms contained in the General Grant Conditions, Special Conditions for the FY24 District Eleven Veterans Treatment Court and the FY2024 Special Conditions for District Court Budget Requests. The Authorized Official understands* *that any false, fictitious, or fraudulent statements, documents, or claims submitted in relation to this application may subject the Organization to any applicable civil or criminal penalties, as well as administrative penalties including but not limited to the reduction, suspension, and/or termination of the award, and the recovery of any monies awarded to the Organization as a result of the submission.**By signing below, Authorized Official confirms that they have the authority to submit applications on behalf of the Organization.* | | | |
| **Director/Administrative Authority:** | | **Financial Authority:** | |
|  | |  | |
| *Printed Name* | | *Printed Name* | |
|  | |  | |
| *Title* | | *Title* | |

*Signature Date Signature Date*

**Please compile the application into one PDF document and submit the application via email to:** [**Kimberly.Hurd@mdcourts.gov**](mailto:Kimberly.Hurd@mdcourts.gov) **by February 26, 2024**

**INSTRUCTIONS FOR COMPLETING GRANT APPLICATION**

*This instruction sheet is intended as a tool to assist applicants with completing and submitting a timely grant.*

***Do NOT SUBMIT these instructions with your grant.***

**COMPONENTS OF THE GRANT APPLICATION:**

1. Notice of Funding Opportunity (NOFO)
2. Maryland Judiciary, Administrative Office of the Courts, General Grant Conditions
3. Special Conditions for the FY2024 District Eleven Veteran’s Treatment Court
4. FY 2024 Special Conditions for District Court Budget Request
5. Grant Application Cover Sheet, Instructions for Completing the Grant Application and Grant Application
6. Proposed Budget and Budget Justification Workbook

**INSTRUCTIONS**

**Review all documents carefully:**

1. NOFO
   1. Describes funding opportunity, the purpose of the Grant, and additional guidance
2. Maryland Judiciary, Administrative Office of the Courts (AOC), General Grant Conditions
3. Special Conditions for FY 2024 District Eleven Veteran’s Treatment Court
4. FY 2024 Special Conditions for District Court Budget Request
5. Grant Application Cover Sheet, Instructions for Completing Grant Application, and the Grant Application
   1. The application Cover Sheet should be signed by:
      1. Applicant Organization’s Authorized Official
      2. Applicant Organization’s Financial Authority
   2. Instructions for completing grant application
   3. Grant Application
      1. The Grant Application should be in narrative form; Budget narrative should be for funding ending June 30, 2024.
      2. Update the Grant Application Narrative to reflect applicant’s participation in the project.
6. Proposed Budget with Budget Justification Workbook (MS Excel)
   1. The basis for the budget amount and the total budget awarded contains:
      1. Budget Application;
      2. Budget Justification; and
      3. Instructions & Definitions

Proposed Budget with Justification Workbook should address funding ending June 30, 2024.

**HOW TO SUBMIT THE GRANT:**

1. Print and Sign the Grant Application Cover Sheet, and the Grant Application;
2. Print the Proposed Budget Justification Workbook, both pages (The Budget Application and the Budget Justification);
3. Scan all documents as one PDF file. Hard copies will not be accepted;
4. Email the entire grant in PDF form to: [**Kimberly.Hurd@mdcourts.gov**](mailto:Kimberly.Hurd@mdcourts.gov)by:

**Monday, February 26, 2024**

Any questions concerning the format and/or submission of this application should be directed to:

Kimberly Hurd

Phone: Frederick County (301) 600-2006

Washington County (240) 420-4646

Email: [**Kimberly.Hurd@mdcourts.gov**](mailto:Kimberly.Hurd@mdcourts.gov)

**Grant Application Narrative**

**Summary of the Grant:** (**50 words or less**)

Complete the following sentence:

Our organization will use grant funding to support the >*INSERT NAME OF PROJECT/PROGRAM*< to >*DESCRIBE PROJECT/PROGRAMS MAIN FUNCTION AND WHO PROGRAM BENEFITS/SERVES*< in > *LIST ALL COUNTIES SERVED; STATEWIDE PROGRAMS SHOULD LIST “MARYLAND”<.*

**Program Description**

Provide a brief description of your organization including a description of the organization’s mission, struggles, services, and history of any involvement in Veteran’s Treatment Court programs.

**Program Narrative**

Use the narrative to expand on the services provided by your organization and how it relates to the District Eleven Veterans Treatment Court including, but not limited to, Docket Coordination, Mentor Coordination, and Data Tracking. For example:

* Comprehensive case management services to court participants including: intake assessment, benefit assessment, goal setting, long-term service plan development, progress monitoring, financial education, advocacy and referrals. Connect participants with appropriate community resources. Conduct follow-up with court participants and agencies as appropriate to document use/success of referral. Meet with court participants weekly or bi-weekly for up to 12 months.
* Outreach to develop relationships with referral sources and other community resources that benefit court participant families. Act as a liaison with various agencies (e.g. DSS, hospitals, housing programs, etc.) on behalf of court participants. Provide education and training on community needs and human service issues.
* Work with team members and other key stakeholders to develop and maintain administrative documents and policies and procedures for the program. Assist with collecting and tracking outcomes and reporting on program performance measurements.

**Goals and Objectives, Measurable Outcomes**

The narrative must include THREE goals. Each goal must include objectives and measurable outcomes. Your organization is accountable for demonstrating progress in the program and will be evaluated on program performance and progress toward goals, objectives, and measurable outcomes.

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| --- | --- | --- |
| GOAL #1 | OBJECTIVES | MEASURABLE OUTCOMES |
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| GOAL #2 | OBJECTIVES | MEASURABLE OUTCOMES |
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| GOAL #3 | OBJECTIVES | MEASURABLE OUTCOMES |
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**Budget Narrative**

This section should include a line-item budget and justification. Please address the following questions:

How are the costs calculated?

When are the resources needed? When will they be expended?

What statistical data was used to justify the request? Please expand further than “historical use”.

Describe how each budget item relates to the project, the goals, objectives, and the measurable outcomes?

Please use the following line items:

* **Personnel –** List everyone assigned to the project by title showing the cost and percentage of time to be devoted to the project. Compensation for employees engaged in grant activities must be consistent with that paid for similar work within your organization. List only the positions of the applicant organization; all other grant-funded positions should be listed under the consultants/contracts category.
* **Consultant/Contracts** - Describe the product or service to be procured by contract and provide an estimate of the cost of services that cannot be provided by other full- or part-time staff employed by the project. Generally, these services provide a specific and identifiable product or service. Recipients must adhere to relevant procurement standards when advertising for or soliciting potential service providers.
* **Equipment/Software** - List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than 1 year and an acquisition cost of $100 or more per unit. (Note: An organization’s own capitalization policy may be used for items costing less than $100.) Include expendable items in the "supplies" category. Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items, and those subject to rapid technical advances. List rented or leased equipment costs in the "contractual" category. Explain why the equipment is needed for the project to succeed.
* **Supplies** – List costs necessary to carry out the project. Supplies are defined as expendable property having a useful life of less than one year or an acquisition cost of less than $100 per unit. Generally, supplies include any materials that are expendable or consumed during the course of the project.
* **Travel** – Itemize travel expenses for project personnel by purpose (e.g., local mileage to meetings) and show how you calculated those costs. Identify the location of travel, if known.
* **Training** – Itemize training expenses for project personnel by purpose (e.g., staff registration for NADCP Conference) and show how you calculated those costs. Identify the name and location of training.
* **Other Direct Costs** – Not applicable.
* **Indirect Costs** – *See General Grant Conditions.*

Additional Comments – Provide any additional information that may be relevant to the program.

Applicant must complete all areas of the Proposed Budget, including Contributions Requested from Other Judiciary Sources, and non-Judiciary Sources. If the applicant has applied for funding on behalf of the District Eleven Veterans Treatment Court Program, all documents related to the funding, including but not limited to the application and award notice must be included in this application. Failure to include the document may impact funding.