



Special Conditions for FY21 Special Project Grants

1. Overview of the Special Project Grants (SPG) Program

Special Project Grants are awarded by the Administrative Office of the Courts (AOC), through Juvenile & Family Services (J&FS), to support programs designed to increase access to justice and enhance the experience of families and children involved with Maryland's legal system.

These grants include, but are not limited to programs in the following categories:

Domestic Violence	Alternative Dispute Resolution
Juvenile Justice	Child Welfare
Adult Guardianship	Other Domestic

2. Eligibility

a. To be eligible to receive a Special Project Grant, an applicant must be:

1. Maryland State or local government, or
2. Non-profit organization, or
3. Institution of higher education within the state of Maryland.

b. Special Conditions for CASA Grantees applying for Special Projects Grants

1. CASA grantees are eligible to apply for Special Project Grants if the funding requested would support a project outside of the regular advocacy activities.

(Examples: Funding could be granted for: Collaborative training between CASA programs; Collaborative training with DSS, DJS, Children's Attorneys or other stakeholders; independent living skills training for older youth, etc.; but SPG funding would not be granted to cover the space/food/staffing costs of regular pre-service trainings.)

2. Special Project funds awarded to CASA programs cannot be used as matching funds for the CASA grants.

3. Matching Funds

SPG grantees are not generally required to match the grant award. However, matching funds may be required when concerns about a program's financial management arise. If match is required, it will be a condition of the award detailed in the grant awarding documents.

4. Funding Period

J&FS awards SPG grants on the state's fiscal year cycle. Grants awarded for Fiscal Year 2021 will support family and juvenile program needs from July 1, 2020 through June 30, 2021. All funds must be expended within this period.

5. Reporting

A. Progress & Statistical Reporting

1. Programs are required to report on progress toward specific project goals and provide statistical information on a quarterly basis.
2. Specific progress and statistical reporting requirements, including required reporting forms, will be provided to grantees by email prior to the start of the funding period. Partial or incomplete reports will not be accepted.

B. Financial Reporting

1. Programs are required to provide signed expenditure reports and grant invoices on a quarterly basis. These documents must be submitted by the due dates outlined below, even if the grantee did not expend any funds during the quarter.
2. Specific reporting requirements, including required reporting forms, will be provided to the grantee by email early in the funding period.

C. Report Submission Requirements

All reports (financial and progress/statistical) must be submitted via email: DJFSGrants@mdcourts.gov by the due dates outlined below. When a due date falls on a weekend or holiday, reports are due the next business day.

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (July 1 thru Sept 30)	October 15
2 nd Quarter (Oct 1 thru Dec 31)	January 15
3 rd Quarter (Jan1 thru Mar 31)	April 15
Remaining Funds Report	June 15
4 th Quarter (April 1 thru June 30)	July 15

6. Grant Monitoring

A. Programmatic

J&FS staff will review submitted program/statistical reports to evaluate the grantee's progress towards meeting their stated goals and objectives and assigned performance measures. Staff will follow-up with grantees as needed to gather additional information and assess performance. Follow-up will be made by phone and in person through site visits. The site visits are designed to ensure compliance with the grant guidelines and review progress toward the project's stated goals and objectives and performance measure.

B. Financial

J&FS staff will review submitted financial reports to evaluate the grantee's spending and progress toward meeting their stated goals and objectives. During one quarter per funding period, grantees will be required to submit back-up documentation of expenditures being invoiced. Notice of this financial check will be provided at the close of the quarter for which documents are being requested. Site visits will be conducted when the financial review raises a concern.

C. Audit

All grantees funded by the AOC are subject to audit by the AOC's internal auditors. These audits will occur once every three to five years.

7. Contact Information

A. Grantee Contacts

Grantees are responsible for ensuring that J&FS is provided with accurate and up-to-date contact information for their program. J&FS sends all grant information by email.

B. J&FS Contact Information

All email communications with J&FS should be sent to: DJFSGrants@mdcourts.gov.

Questions:

Pen Whewell, Grants Specialist: 410-260-1262

Kelly Franks, Program and Policy Manager: 410-260-1722