

**Administrative Office of the Courts**  
**Mediation and Conflict Resolution Office (MACRO)**  
**187 Harry S. Truman Parkway, Annapolis, MD 21401**  
**PH: 410-260-3540; MACROgrants@mdcourts.gov**



## **FY2023 Special Grant Conditions for Conflict Resolution Awards**

In addition to the conditions specified in the Judiciary's General Grant Conditions, the following conditions apply to all grant applications and awards submitted under the funding opportunities listed below:

<b>Funding Opportunity #</b>	<b>Opportunity Title</b>
FO-2023-MACRO-002	Court ADR Programs and Projects
FO-2023-MACRO-005	General Conflict Resolution Projects and Programs
FO-2023-MACRO-015	Restorative Justice and Community Conferencing Programs

### **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 will benefit the courts and people of Maryland. We are particularly interested in programs and projects which will expand access to justice, enable the resolution of disputes with efficiency and quality, as well as prevent conflicts from escalating into violence or litigation. Additionally, we are interested conflict resolution services that work to address the underlying root of conflicts, repair harm to individuals and communities, encourage dialogue to build greater understanding between differing groups, and involve stakeholders in the resolution of their own conflicts. MACRO funds are not intended to supplant existing services, nor are they intended to cover all operational costs for any given program. MACRO will not fund religious, political, or lobbying activities.

#### Typical Funding Areas:

- **Starting or Expanding Circuit Court ADR Programs**
- **Restorative Justice and Community Conferencing Programs**
- **Mediator/ADR Practitioner Quality Assurance**
- **Community ADR Program Support**
- **Conflict Resolution Education for the Public**
- **ADR- Related Research**

### **2. ELIGIBILITY**

Generally, courts and local government agencies within the state of Maryland, non-profit organizations, and institutions of higher education working in Maryland are eligible to apply. See the Eligibility Information section in each funding opportunity for specific limitations.

### 3. COMPLETING THE APPLICATION

Grant requests must be submitted through the online portal. Applicants are encouraged to participate in the technical sessions to learn more about each specific funding opportunity. The link to register for these sessions can be found in the Technical Assistance Session of the funding opportunity.

### 4. SUPPORT FOR ONGOING PROJECTS/RENEWAL REQUESTS

MACRO provides ongoing support for ADR in three areas: Circuit Courts, Community ADR Program Support, and Restorative Justice & Community Conferencing services. Organizations who wish to seek funding must apply each year, and receipt of funding in one year does not guarantee 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 application and approved as part of the grant award. By signing the Grant Award and Acceptance Form, grantees agree to use the funds only for those purposes. Grant funds may **not** be used to purchase of alcohol, or to support religious, political, or lobbying activities.

### 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 grants, these reports include:

- Achievements toward Performance Plan Goals
- Performance Summary
- Financial Report
- Payment Request

All reports must be submitted to MACRO through the online grant system by the due dates outlined below. MACRO will not release any grant disbursements to grantees if the required reporting forms have not been received and completed to MACRO's satisfaction. Please note: The quarterly report must be submitted even if no funds have been spent in a quarter.

#### Reporting Due Dates:

<u>Reporting Period</u>	<u>Report Required</u>	<u>Court ADR Grants - Due Dates</u>	<u>RJ and General ADR - Due Dates</u>
July - September	Progress Report	November 15, 2022	October 30, 2022
October - December	Progress Report	February 15, 2023	January 30, 2023
January - March	Progress Report	May 15, 2023	April 30, 2023
April - June	Final Report	August 15, 2023	July 30, 2023

## 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. All grantees will be asked to report on their progress toward achieving the goals in their quarterly reports.

Applicants who would like assistance with determining appropriate goals, can contact Nick White, MACRO's Research and Evaluation Director, at [nick.white@mdcourts.gov](mailto:nick.white@mdcourts.gov).

### 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.

## 8. 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/or who have completed their project may submit their final report and reimbursement request at any time prior to the fourth quarter deadline.

### 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 at the start of the grant period. To request this, grantees must contact MACRO and submit an Alternate Disbursement Request Form. If approved, grantees may submit the first payment request through the online grant system on July 12 or any time after that within the first 60 days of the grant period. MACRO will hold the final 10% of the grant amount until the final report is submitted. Grantees may submit the first invoice from the financial workbook anytime during the first 60 days of the grant period. All remaining payments will be made on a reimbursement basis. *Important Note: Grantees who use this option may not receive a full reimbursement in the 3<sup>rd</sup> or 4<sup>th</sup> quarter to offset the advance funds received at the start of the award period. This option is not available to courts and government agencies.*

### 8.2 Spending Funds During the Grant Period

All MACRO grant funds must be spent or obligated during the grant period. Grant funds may not be requested or spent on activities or expenses that occur prior to the start of the official grant period, nor may they be requested or spent on activities that occur after the end of the grant period. See section 8.2.1 for the limited exception to this rule. The official grant period dates can be found on the executed Grant Award and Acceptance Form. 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 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.

#### 8.2.1 Expenses Related to Registering for Trainings or Events

For trainings or events that will take place during the first quarter after the close of the grant period, grantees may use current year grant funds to pay for registration and travel reservations for those

trainings or events, provided that such expenses were approved as part of the program's grant budget. For example, grant funds from FY2023 may be used to register a staff member to attend a training that is scheduled to take place during the first quarter of FY2024.

### **8.3 Fourth Quarter Estimate**

All grantees are required to submit a fourth quarter estimate of how much they anticipate spending by June 30, as well as any funds they anticipate will be remaining. This report is used by the Judiciary to accrue the final grant payment. **It is very important that grantees provide an accurate estimate, as any amount that is not included in the estimate may not be able to be reimbursed.**

## **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 the Special Grant Conditions for Conflict Resolution Projects.

## **10. ACKNOWLEDGMENT OF MACRO SUPPORT**

Grantees should include the following acknowledgment on published materials or products (paper or electronic) paid for with MACRO grant funds: "Produced with support from the Maryland Judiciary Mediation and Conflict Resolution Office." This is not a requirement where MACRO funds are only one source of support among many, or where MACRO funds only indirectly support the materials or products.

## **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 Grant Conditions, please contact MACRO.

Cynthia Jurrius  
MACRO Program Director  
Cynthia.Jurrius@mdcourts.gov  
410-260-3552

Alecia Parker  
Senior Program Manager, Grants and Strategic Initiatives  
Alecia.Parker@mdcourts.gov; MACROgrants@mdcourts.gov  
410-260-3544