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

FY2022 Special Grant Conditions for Conflict Resolution Projects

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 Awards in both Area 1 – Courts and General Conflict Resolution Projects, and Area 2 – 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 dialog 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

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.

3. COMPLETING THE APPLICATION

Grant requests must be submitted through the online portal. There are two different funding opportunities under this category. MACRO CR Grants – Area 1 is for courts and general conflict resolution projects or programs. MACRO CR Grants – Area 2 is for programs that are focused on restorative justice and community conferencing services. Please complete the application form that

corresponds best with the services you plan to offer.

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. Grantees 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 grant 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. All reports must be submitted through the online portal by the due dates outlined below. Please do not submit paper copies. 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 and approved.

Reporting Due Dates:

Reporting Period	Report Required	Due Date
July - September	Progress Report	October 31, 2021
October - December	Progress Report	January 31, 2022
January - March	Progress Report	April 30, 2022
April - June	Final Report	August 15, 2022

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 ADR Evaluation Director, at 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. 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 through the online portal. 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 August 15 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. MACRO will hold the final 10% of the grant amount until the final report is submitted. Grantees may submit the initial advance invoice between July 15 and September 30. All remaining payments will be made on a reimbursement basis. Note: Grantees who use this option may not receive a full reimbursement in the 3rd or 4th 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

MACRO grant funds must be spent only during the grant period. No grant funds may be requested or spent on activities or expenses that 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, 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 Grant Conditions for Conflict Resolution Projects.

Additionally, all grantees are required to submit a fourth quarter estimate of how much they anticipate spending by June 30, as well as the amount of any funds they anticipate not spending. The form for this report will be provided via email or through the online grant portal. Grantees will receive a notice in early June with a deadline for submitting their estimate. It is important to note that the estimate must be as accurate as possible, as the Judiciary will only accrue the amount specified in the estimate. Any remainder may be forfeit.

10. Acknowledgment of MACRO Support

Grantees should include the following acknowledgment on published materials, reports 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 were only one source of support, or 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 A. Parker
Senior Program Manager, Grants and Strategic Initiatives
Alecia.Parker@mdcourts.gov; MACROgrants@mdcourts.gov
410-260-3544