

**Administrative Office of the Courts**  
**NOTICE OF FUNDING AVAILABILITY**  
**NOFA#: N16000125I**



**Department of Family Administration**

**GRANT TITLE & DESCRIPTION**

**Court Appointed Special Advocate Grant**

The Maryland Judiciary receives state funds each year to support Court Appointed Special Advocate (CASA) programs in the state of Maryland. CASA programs train and supervise volunteer advocates assigned to serve children who have been found to be in need of assistance (CINA). The CASA volunteer is considered a friend of the court and is appointed at the judge's discretion to represent the child's best interests.

The CASA Programs are authorized to operate in Maryland subject to approved Rules and Guidelines, by [Courts and Judicial Proceedings Article, §3-830](#).

**Grant Purpose**

CASA grants are being offered by the Department of Family Administration to support the responsibilities of CASA programs as outlined in the Rule. Pursuant to Rule §3-830, CASA programs train and support volunteer advocates who provide the court with background information to aid the court in making decisions in the child's best interest; and ensure that the child is provided appropriate case planning and services. These grants are intended to maintain current program services and encourage an increase in capacity in areas of highest need.

**Eligible Applicants**

Any government/government entities, non-profit organizations or institutions of higher education administering a CASA program. To be eligible for funding, the program must be a member in good standing of both the Maryland and the National CASA Association and in compliance with [NCASAA standards](#).

**Availability and Awards of Funds**

The availability of funds is contingent upon the provision of funds in the Maryland Judiciary budget by the Maryland General Assembly for Fiscal Year 2016. Applicants who are awarded funding will receive notice in early June of 2015.

**Funding Cycle: July 1, 2015 – June 30, 2016**

**Special Requirements**

**MATCH**

CASA grantees must provide a 100% match for their total CASA grant award. Both cash (at least 75%) and in-kind (no more than 25%) may constitute match. *More details about this requirement are found in the [Special Conditions for CASA Grants for FY16](#).*

**APPLICATION SUBMISSION INFORMATION**

NOFA Issued: January 30, 2015  
Application Link: [Grant Narrative Application](#)  
[Proposed Budget with Justification](#)

**Application Due: March 27, 2015**

Documents: Scanned PDF submitted by email only  
Email: Subject Line: "CASAFY16 Organization Name"

*(Please submit emails with the Subject Title as described.)*

Delivery Address: [DFAGrants@mdcourts.gov](mailto:DFAGrants@mdcourts.gov)

**Grant Submission Checklist**

- Signed Cover Sheet
- Grant Narrative Application
- Proposed Budget with Justification
- National CASA Certificate of Compliance
- Support Letters *(if not previously submitted)*

**TECHNICAL ASSISTANCE**

**Online Guidance**

- [General Conditions](#)
- [Special Conditions for CASA Programs](#)

**Successful Applicant Tools & Tips**

- Read the NOFA, Grant General and Special Conditions and application instructions in their entirety
- If needed, seek guidance with DFA prior to the application deadline
- Whenever possible, provide timely data in your responses that demonstrates the effectiveness of your program.
- Provide a justification for every budgeted line item.
- Proofread the material, changes may not be submitted once the deadline has passed.

Questions: [DFAGrants@mdcourts.gov](mailto:DFAGrants@mdcourts.gov)  
Kelly Franks: 410-260-1722

Web Meeting: February 12, 2015 @ 1pm  
*(Email [DFAGrants@mdcourts.gov](mailto:DFAGrants@mdcourts.gov) to RSVP & obtain web link)*  
*(This meeting is NOT mandatory.)*