

**Administrative Office of the Courts**  
**Mediation and Conflict Resolution Office**  
**2001-C Commerce Park Drive, Annapolis, MD 21401**  
**PH: 410-260-3540; MACROgrants@mdcourts.gov**



## **Special Conditions for Conflict Resolution Project Grants**

In addition to the conditions specified in the Judiciary's General Grant Conditions, the following conditions apply to all MACRO Conflict Resolution Project Grants.

### **1. PURPOSE**

Funds received from MACRO are intended solely to be used for the activities outlined in the grantee's approved grant application. By signing the Grant Award and Acceptance Form, grantees agree to use the funds only for that purpose.

### **2. 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 Project grants, these reports include:

- Narrative report - (download from [www.mdcourts.gov/macro/guidelinesforms](http://www.mdcourts.gov/macro/guidelinesforms).) For the first through third quarters, grantees must use the Progress Report form. For the fourth quarter (or the last report, whichever comes first) grantees must use the Final Report Form.
- Goals and Evaluation Plan form – Update the plan submitted with application.
- Financial report – Excel Workbook will be provided to grantees at the start of the award. This form must be submitted even if no funds have been spent in a quarter.

All reports must be submitted electronically to MACRO and emailed to [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov) by the due dates outlined below. Reports must be scanned PDFs of the signed hard copy reports. The paper copies of the reports DO NOT need to be submitted. 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, or have not been completed to MACRO's satisfaction.

#### **Reporting Due Dates:**

<u>Reporting Period</u>	<u>Report Required</u>	<u>Due Date</u>
July - September	Progress Report	October 31, 2015
October - December	Progress Report	January 31, 2016
January - March	Progress Report	April 30, 2016
April - June	Final Report	August 15, 2016

### **3. EVALUATION AND DATA COLLECTION**

Grantees are required to evaluate their project according to the plan submitted with their application. Grants over \$5,000 are required to use Goals and Evaluation Plan form to both develop and track the evaluation plan for their grant funded project.

Grantees whose projects include providing direct service (either to the public or to an internal audience), must collect and report on evaluation data over the course of the grant period and analyze it in order to assess the services provided. The data might include the number of trainees, forms on which the trainees evaluate the training, the number of people attending a conference, forms on which the attendees evaluate the conference, the number of cases being screened for ADR, the number of cases being referred to mediation (or other ADR process), the number of cases settled or partially settled in mediation (or other ADR process), the number of staff participating in the program, etc. Grantees that provide direct service must include a summary table of the data they have collected, as well as a narrative statement discussing the conclusions of their analysis, in each of their reports.

### **3.1 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.

## **4. 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 from the financial workbook. Grantees who have spent 100% of their grant award and who have completed their project may submit their Final Report and reimbursement request at any time prior to the August 15<sup>th</sup> deadline.

### **4.1 Advance Payment Option**

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 in advance. To request this, grantees must contact MACRO, and submit an Advance Payment Request Form. If approved, grantees may submit the 1<sup>st</sup> invoice from the financial workbook on July 1<sup>st</sup>. All remaining payments will be made on a reimbursement basis.

**Please note: this option is not available to courts and government agencies.**

### **4.2 Spending Funds by the End of the Grant Period**

MACRO grant funds *must* be spent or obligated by 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<sup>th</sup>, 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 prior to the end of the grant period.** Please be aware that MACRO will monitor your financial reports 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.

## **5. FUNDING AVAILABILITY**

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 performance, or for

non-compliance with the Judiciary's General Grant Conditions as well as MACRO's Special Conditions for Conflict Resolution Project Grants.

**6. 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 Conditions, please contact the MACRO staff listed below.

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