

# Administrative Office of the Courts

## NOTICE OF FUNDING AVAILABILITY

NOFA #: N19-0002-25I

NOFA Issued: January 11, 2018



### Department of Juvenile and Family Services (DJFS)

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#### Special Project Grants

The Maryland Judiciary receives state funds each year to support programs that offer services to increase access to justice and enhance the experience of families and children involved with Maryland's legal system. These funds are awarded as Special Project Grants and managed by the Department of Juvenile and Family Services.

#### **Grant Purpose**

These grants are being offered to enhance the Judiciary's ability to support a fair and efficient process for resolving domestic and juvenile matters. The DJFS's Special Projects grant category funds a broad range of program types including, but not limited to: Domestic Violence, Juvenile Justice, Foster Care, Alternative Dispute Resolution, Adult Guardianship and other Domestic Law programs.

#### **Eligible Applicants**

- State and Local Governments *within Maryland*
- Non-Profit Organizations
- Institutions of Higher Education

*Applicants who were not previously funded by the DJFS in this grant category must submit a Letter of Intent and be invited to apply. CASA grantees applying in this category must review the eligibility limitations contained in the Special Conditions for FY19 Special Project Grants.*

#### **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 2019. Applicants who are awarded funding will receive notice in early June of 2018.

**Funding Cycle: July 1, 2018 – June 30, 2019**

#### **Special Requirements for NEW Applicants**

For applicants who were not funded in this grant category in FY18, a **Letter of Intent must be submitted by February 16, 2018 to [DJFSGrants@mdcourts.gov](mailto:DJFSGrants@mdcourts.gov)** .

The letters will be reviewed and applicants whose projects are consistent with the priorities of the DJFS will be invited to submit a full application.

#### **APPLICATION SUBMISSION INFORMATION**

**Application Release Date:** January 11, 2018

**Application Due:** March 23, 2018

**Documents:** Scanned PDF submitted by email only

**Email:** Subject Line: "SPG, Applicant Name"

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

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

#### **Grant Submission Checklist**

*The following must be submitted as one scanned file:*

- Signed Grant Application
  - \* *Short Form for renewal of an FY18 project.*
  - \* *Long Form for new projects.*

- Proposed Budget with Justification

- Support Letters\* *(minimum of 2)*

*If your program works directly with the court, at least one support letter should come from the court.*

*\*Support Letters may be sent directly from the author. If so, they do not need to be included in the application submission.*

#### **Additional Terms & Requirements**

[General Grant Conditions](#)

[Special Conditions for FY19 Special Project Grants](#)

#### **TECHNICAL ASSISTANCE**

**Web Meeting:** February 8<sup>th</sup> @ 1pm

*(RSVP to [DJFSGrants@mdcourts.gov](mailto:DJFSGrants@mdcourts.gov) to obtain link)*

*This meetings is NOT mandatory and will be recorded for those who are unable to participate at the scheduled time.*

#### **Successful Applicant Tools & Tips**

- Before submitting your application, read the NOFA, General Conditions, Special Conditions and application instructions in their entirety.
- If needed, seek guidance with department staff 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.
- Review your application packet before submission.

**Questions:** [DJFSGrants@mdcourts.gov](mailto:DJFSGrants@mdcourts.gov)

**410-260-1262**