

## JCIP Funding Requests Guidelines

The purpose of the Juvenile Court Improvement Program (JCIP) mini-grant award program is to provide support for projects or activities that further statewide JCIP and local Model Court Improvement goals.

Grant Awards range from \$500 to \$5,000.

Funding availability may vary.

The following guidelines will be applied to funding decisions:

Group projects:

- Preference will be given to grant applications that demonstrate a multi-disciplinary approach.
- Grant applications must demonstrate a coordinated approach when there are similar local or statewide initiatives. Duplication of effort will not be rewarded.
- Preference will be given to those requests that demonstrate that all stakeholders involved are contributing to the proposed project.
- Preference will be given to projects that can be replicated statewide.
- All requests should include a budget for the proposed project that includes costs, funding being provided by other sources, and any income the project may generate.
- Grants will not be awarded to underwrite fundraising events.
- Grants cannot be used to pay ongoing salaries or employment costs, however, they can cover short-term, temporary staff for Juvenile Court projects, such as “data clean-up”
- Grantees must agree that all materials, videos, etc. can be posted on the JCIP website and used by all stakeholders.
- Any requests for meals and/or lodging must meet OJD policy requirements.
- Requests for scholarship support must show multidisciplinary, geographic representation.
- Any written materials will acknowledge support from JCIP by including the following statement: “This (project/training/or publication – whichever word is appropriate) was made possible through federal grant funds from the Juvenile Court Improvement Program.”

Individual requests:

- Any OJD requests for hardware and software must be vetted and approved through ETSD. Requests should explain why the purchase cannot be included in the local budget.
- Any equipment becomes the property of OJD, should the project terminate.
- Judicial requests for pro tem support must demonstrate how the specialized educational opportunity or workgroup participation benefits JCIP or model court activities

JCIP staff will provide the JCIP Advisory Committee Members with copies of proposals for their input and suggestions on each proposal. JCIP Advisory Committee Members are not required to recuse themselves from the mini-grant discussions. JCIP values the advisory committee’s analysis and recommendations on funding decisions. Final award decisions are made by the JCIP Management staff, in light of available funds, the criteria listed above, and federal grant requirements.