



**ALABAMA SUPREME COURT COMMISSION ON DISPUTE
RESOLUTION**

MINI-GRANT APPLICATION

**ALABAMA CENTER FOR DISPUTE RESOLUTION, INC.
415 DEXTER AVENUE
POST OFFICE BOX 671
MONTGOMERY, ALABAMA 36101
(334) 269-0409**

ALABAMA SUPREME COURT COMMISSION ON DISPUTE RESOLUTION

Description of the Grants Program

By the Supreme Court of Alabama order dated June 30, 1994, the Supreme Court Commission on Dispute Resolution was established. The Supreme Court Commission on Dispute Resolution may award grants of Commission funds for the following Dispute Resolution purposes:

1. To provide guidelines, programs and procedures in the state courts for orderly progress of alternative dispute resolution
2. To maintain the Center for Dispute Resolution
3. To provide technical assistance, education, and training to the Bar, the judiciary and the public
4. To develop training procedures, qualification criteria, and standards of conduct for mediators
5. To maintain statistical data and other information necessary to evaluate on a continuing basis the effectiveness of alternative dispute resolution in the State of Alabama
6. To address funding needs for implementing alternative dispute resolution
7. To provide community-based alternative dispute resolution programs
8. To provide alternative dispute resolution related advice, recommendations and reports to the Alabama Supreme Court.

Grant Considerations

The Alabama Supreme Court Commission on Dispute Resolution (Commission) has not allocated a set percentage of funds collected to any one funding category. Commission funds cannot meet the entire needs of any one program, and these funds generally will be used to supplement programs which are also funded by other sources.

The Commission will accept applications for any of the acceptable uses of Commission funds, but will not set priorities in funding at this time. Procedures and priorities may change in the future as resources and needs change. All grants funded by the Commission are wholly discretionary and do not imply that a program will receive funds for the next grant cycle.

Eligibility Criteria

To be eligible to receive funds from the Commission, an applicant must (1) submit a written proposal within the time schedule; (2) respond adequately to questions in the grant proposal format; (3) respond adequately to further requests for information; (4) agree to carry out the program for which funds were requested, and report to the Commission on progress and results in accordance with the grant agreement; and (5) come within one of the categories approved by the Supreme Court of Alabama. Grant applications will not carry over from one grant cycle to the next. A new application must be submitted each time an organization applies for Commission funds.

Applications must be received by the Alabama Supreme Court Commission on Dispute Resolution no later than 5:00 p.m. on October 1 of each year. Grant decisions will be announced prior to December. Additional grant applications may be obtained by contacting The Alabama Center for Dispute Resolution at P.O. Box 671, Montgomery, AL 36101, (334) 269-0409.

ALABAMA SUPREME COURT COMMISSION ON DISPUTE RESOLUTION

Grant Application Instructions

1. Please answer the following questions only in the space provided each question. Each answer should be clear and succinct. Respond to the question that is asked. **The application form provided by the Commission must be used. If the form provided by the Commission is not used, the application will be returned.**
2. **Do not attach any document not specifically requested.** If necessary, the Commission will request additional information by a separate document. If you think a question is clearly not applicable to your organization, indicate so by writing N/A in the space provided.
3. Please submit the typed original application **and five (5) copies**, one for each person on the final grant determination subcommittee. Staple together each copy. Do not copy the cover sheet, the description, or the instructions. Do not place either the application or the copies in any type of binder. Please do not mark exhibits with tabs.
4. Grant applications are due no later than 5:00 p.m. on October 1 of each year. The Commission has adopted a policy that applications received after the due date and time will not be considered regardless of the source of the application or the merits of the application. Facsimile copies of the application will not be accepted. Applications should be sent to:

**Alabama Supreme Court Commission on Dispute Resolution
c/o Alabama Center for Dispute Resolution, Inc.
415 Dexter Avenue
Post Office Box 671
Montgomery, Alabama 36101**

The Commission may interview applicants at its discretion. If the Commission desires to interview a representative of your organization, you will be notified.

ALABAMA SUPREME COURT COMMISSION ON DISPUTE RESOLUTION

Grant Application

Please indicate the category under which you are applying for Commission grant funds.

- Technical assistance, education and training to the Bar, judiciary and/or public
- Projects to improve the administration of dispute resolution programs in state courts
- Provide training procedures for mediators
- Provide community-based alternative dispute resolution programs
- To help maintain statistical data to evaluate the effectiveness of dispute resolution
- Other

Commission funds are requested for:

- General Support
- Specific Project

You are:

- First-time applicant
- Current Grantee

Previous Applicant _____ Date Last Applied

Name of Organization/Applicant _____

Tax Identification Number _____

Address _____
Street

City State Zip

Telephone Number _____

Project Name (if applicable) _____

Program Director _____

Contact Person _____

Grant Cycle Funds are Requested for _____

Amount Requested _____

1. Describe your organization, the date it was organized, and its history and purpose. Describe community involvement and support for this program/project.

2. Describe specifically why you need Commission funds, how the funds will be used to carry out one of the court approved purposes, and the expected benefits of the project. Include your goals, planned activities and a timetable for completion. If your grant proposal is for equipment in excess of \$200, submit a price quote for the equipment along with your application.

3. Describe the geographical area to be served, the number of people to be assisted, and your method of determining this information.

4. Identify other organizations or projects within your geographical area that provide the same service, and describe any cooperative work between your organizations.

5. If you propose to provide community-based alternative dispute resolution programs, describe your plan for identifying and screening these communities and income criteria to be used.

6. List other organizations from which you have sought funding and the amount received from each. Please note any applications that are pending. List the grantor, the amount requested and the date you will be notified whether your application has been approved.

7. Describe the potential impact if Commission funds are not made available to you.

8. Are you exempt from income taxation? If so attach a copy of your IRS exemption letter. If not, describe your charitable, educational, or law related purposes. Please note if your application for tax-exempt status is pending.

9. If you are a recipient of Commission funds in the most recent grant cycle, attach a schedule, which lists each specific item on which these funds were spent, and the specific amount for each item.

10. Attach an executed Grant Assurances form.

11. Attach your current line item budget if you are now operational. Attach a projected budget, which includes and identifies your proposed uses for Commission funds.

12. If not otherwise identified in your budget, please list all sources from which you receive funds and the amount of funding provided by each source.

13. List any lawyers who are members of your board of directors and note whether or not they are registered as mediators with the Alabama Center for Dispute Resolution.

Date Submitted

Person Preparing Application

Title

In the box below please prepare a press release the Commission may use if your request for funds is approved.

THE ALABAMA SUPREME COURT COMMISSION ON DISPUTE RESOLUTION

Grant Assurances

(Applicant Name)

Applicant assures that:

1. It will restrict the use of Commission funds to law related activities or purposes that are charitable or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.
2. It agrees that no funds provided by the Commission will be used for any political campaign or to support attempts to influence legislation of any governmental body.
3. It agrees that all of the grant funds are to be used for, and only for, the public, charitable purpose(s) specified in the grantee's application for funds. Use of any portion of the grant funds, including any interest earned thereon, for any other purpose must have the prior written approval of the Commission.
4. It will not discriminate on the basis of race, religion, sex, age, handicap or national origin against (1) any person applying for employment or employed by the applicant with respect to any personnel action proposed or taken concerning the applicant or employee; or (2) any person seeking participation in, or the benefits or proceeds of the program or projects supported in whole or part by this grant.
5. It agrees to notify the Commission as soon as possible, but not later than thirty (30) days, of any material changes occurring in the grantee's program during the grant period for which this grant is made. Examples of material changes include, but are not limited to:
 - a. Change of contact person, telephone number or office location
 - b. Changes in tax status
 - c. Questions raised in any financial or operational audit conducted in-house or by any governmental agency, including, but not limited to, the IRS
 - d. Changes or additions to the scope of activities of the grantee organization
6. It will, upon request, cooperate with all data collection and evaluation activities undertaken by the Commission, and give any authorized representative of the Commission access to any copies of all financial records, books, papers, or documents, provided that the foundation shall not have access to any reports, records, or information subject to the attorney-client privilege.

7. It will provide a copy of a program audit within 30 days after the end of the grant period or in the alternative, a financial accounting conforming to the purpose(s) for which Commission funds were awarded, and which has been certified correct by the responsible financial official of your organization. It further agrees that the Commission may audit or cause an audit to be conducted of grant funds. It agrees to pay the costs incurred for this audit.

8. It understands and agrees that the Commission may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in this application.
9. It hereby understands and agrees that the Commission has no obligation to finance any project(s) of any applicant and if a grant is made, the Commission may decide not to renew it for another period. It also understands and agrees that if grantee fails to comply with this agreement in any way, the Commission may rescind the grant award and demand the return of funds paid to the grantee.
10. It understands and agrees that the application, once received by the Commission, becomes the property of the Commission, and any or all of the ideas or information contained therein may be used by the Commission.
11. It will prepare a mid-year progress and status report as well as a year-end report explaining how grant money has been spent and the progress and status of the project.

I have read these assurances and understand that if this application is approved for funding, the grant will be subject to these conditions and restrictions. I certify this applicant will comply with these assurances if the application is approved.

PROGRAM DIRECTOR: _____

Title: _____

Signature: _____

Date: _____

CHIEF OFFICER: _____

Title: _____

Signature: _____

Date: _____