

JUSTICE INITIATIVES

GRANT/FUNDING PASS-THROUGH APPLICATION INSTRUCTIONS

Vision:

Justice Initiatives envisions a court system that delivers the highest quality of justice and fosters community trust and confidence.

Mission:

To educate the community about the court system and to advocate, support and advance its needs and interests.

To further these objectives, JI holds a competitive grant process once a year to address needs in the Twenty-Sixth Judicial District. JI will also consider grant proposals outside this process on a case-by-case basis if a demonstrated need is urgent. Any award amounts will be determined based on the merit of the project and available funds.

In addition, JI serves as a funding “pass-through” entity. Qualified government agencies or ad-hoc organizations who have funds from other sources (i.e., grants, gifts, etc.) may apply to JI to hold and administer those funds. JI will administer these pass-through funds consistent with the mission statement above and the stated purposes of the grantor. An administrative fee equal to 1% of the total amount that JI is being asked to manage will be assessed for “pass-through” services. This fee may be waived for good cause in the discretion of the board.

Applications and consideration are made according to the schedule outlined below.

GRANT REQUIREMENTS

- Generally, applicants must be eligible governmental units or agencies or eligible nonprofit organizations recognized as tax exempt under section 501(c) (3) of the Internal Revenue Code. Other tax exempt organizations may be eligible.
- JI does not award multiple-year awards. Grant recipients can apply in subsequent years for additional funding.
- All grant recipients are required to provide a written report evaluating the effectiveness of the project in furthering the mission statement above and accounting for grant expenses upon project completion or by an interim date specified by JI. Funds may not be spent for any purpose other than that approved by JI. Any funds not spent for the approved purposes by the date specified are subject to a review process with JI which may include return of the funds not spent to JI.

JI has limited discretionary funds; therefore, many exemplary proposals cannot be funded. Because of the volume of requests, we do not provide written feedback on proposals that are not funded. All grants are evaluated and awarded in the exclusive discretion of JI.

TIMELINES

Action

Deadline*

Application must be postmarked by	September 30
Transmit acknowledgment of receipt of applications	October 15
Notification of Final Grant Awards	December 15

Urgent Grant Consideration

Application	As necessary
Notification of Decision	As soon as practicable

Funding Pass Through Request

Approval of Pass Through Request	As necessary
	30 days from request*

*Or next business day if falling on USPS holiday

For questions, contact Scott Harris, Treasurer, at sharris@choateco.com

SUBMIT APPLICATION TO:

Justice Initiatives Finance Committee
P.O. Box 33545
Charlotte, NC 28233

JUSTICE INITIATIVES GRANT/PASS-THROUGH APPLICATION

Organization Name: _____

Organization Mission Statement: _____

Project Name: _____

Application for: Standard Grant Consideration Urgent Grant Consideration
 Funding Pass-Through Request

Contact Name: _____

Job Title: _____

Phone Number: _____ Fax Number: _____

Email: _____

Mailing Address: _____

Physical Address: _____

Approval of Submitting Officer or Board Chair:

We have reviewed and approved submission of this grant request. We certify that the applicant organization does not discriminate on the basis of race, color, age, sex or national origin. We certify that we are a government unit or agency or, if a nonprofit corporation, that our most recent IRS notification of our organization's 501(c)(3) status is attached to this application and that the organization has received no notice from the IRS of any proposal, threat or suggestion to revoke or modify this determination.

Signature: _____ Date: _____

Name (Print): _____

Title (Print): _____

PASS-THROUGH QUESTIONS (IF APPLICABLE)

1. Identify the contact person for all matters related to the funding pass-through requests (this person will be solely responsible for requesting disbursements and communicating with Justice Initiatives):

Name: _____

Address: _____

Phone Number: _____

Email: _____

2. Identify the funding source/donor:

Agency Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email: _____

3. How much total funds will be held by Justice Initiatives? _____

4. How many disbursements do you anticipate will be made from this money? _____

5. Attach a copy of the documentation, donor letter, or other restrictions imposed on your agency's use of the money by the donor entity.

6. An administrative fee equal to 1% of the total amount that JI is being asked to manage will be assessed for "pass-through" services. This fee may be waived for good cause in the discretion of the board. Please indicated below if you are seeking an exemption and why?

GRANT CONSIDERATION QUESTIONS (IF APPLICABLE)

PLEASE SUBMIT DETAILED ANSWERS TO THE FOLLOWING QUESTIONS AS AN ATTACHMENT TO THIS APPLICATION

1. Indicate the grant amount being requested.
2. Provide an itemized budget outlining how JI grant funds and other project funds will be spent.
3. Briefly summarize the proposed project.
4. Identify the individuals or communities that this project will serve
5. Identify what outputs and outcomes the project will achieve and how success will be measured.
6. What is the proposed timeline?
7. Are there any planned collaborations?
8. Are there plans for sustainability? (If applicable)
9. If only partial funding is received from this grant or if other funding sources are pending and are not realized, how will the project and results be impacted?
10. If this is an urgent funding request made outside Justice Initiatives Fall and Spring Grant Consideration Process, explain why this request requires urgent consideration.