

during the initial project grant period. The Guideline establishes a firm limit for Continuation Grants of 20% of the total amount projected to be available for all Project Grants in FY 2004. Grantees should accordingly be aware that the award of a grant to support a project does not constitute a commitment to provide continuation funding. Under the Proposed Guideline, no grant awarded in FY 2004 would be continued for more than five years.

An applicant for a Continuation Grant must submit a letter notifying the Institute of its intent to seek such funding no later than 120 days before the end of the current grant period. The Institute will then notify the applicant of the deadline for its Continuation Grant application.

### Matching Requirements

With the exception of JBE TA grantees, grantees that can demonstrate a financial hardship, and Scholarship recipients, the Guideline proposes that all grantees must provide match, including cash match, for any Institute grant. The matching requirements are summarized below:

*State and local units of government.* The Guideline would require these grantees to provide matching support equal to 50% of a new SJI-funded project. For example, if a State court system receives a \$100,000 grant from the Institute, it would be required to provide a \$50,000 match. A State or local unit of government would have to provide at least 20% of the required match for a new grant (\$10,000 in the example) in the form of cash rather than in-kind support (e.g., the value of staff time contributed to the project).

*All other grantees.* The Guideline would require all other grantees to contribute a match of 25% to a new SJI-funded project. For example, if a non-profit organization receives a \$100,000 grant from SJI, it would be required to provide a \$25,000 match. A non-profit would have to provide at least 10% of the required match for a new grant (\$2,500 in the example) in the form of cash.

The amount and nature of unrequired match contributed by applicants would continue to be factors the Board of Directors considers in making grant decisions. Like last year, applicants may request a waiver of the match requirement, the cash match requirement, or both. *See* section VIII.A.8.c.

*Continuation Grants.* Under section VIII.A.8., all grantees would be required to assume a greater share of project support over time. State and local units of government would be required to

provide match equaling at least 50% of the amount provided by SJI in the first year of the project, 60% in the second year, 75% in the third year, 90% in the fourth year, and 100% in the fifth year. For example, if SJI awards a State court \$100,000 for the first year of a grant, the court would be required to provide \$50,000 in match. If the second-year grant is also \$100,000, the court would be required to provide \$60,000 in match. A court that wished to limit its second-year contribution to \$50,000 could ask SJI for a reduced amount, i.e., \$83,333, in order to meet the 60% requirement.

All other grantees would be required to provide match equaling at least 25% of the amount provided by SJI in the first year of the project, 30% in the second year, 37.5% in the third year, 45% in the fourth year, and 50% in the fifth year. For example, if SJI awards a non-profit organization \$100,000 for the first year of a grant, the organization would be required to provide \$25,000 in match. If the second year grant is also \$100,000, the court would be required to provide \$30,000 in match. An organization that wished to limit its second-year contribution to \$25,000 could ask SJI for a reduced amount, i.e., \$83,333, in order to meet the 30% requirement.

Absent extraordinary circumstances, no SJI grant awarded in FY 2004 would continue for more than five years.

### Solutions Project

In FY 2003, the Institute allocated approximately \$800,000 to support the Solutions Project, a process that will draw on State and local court initiatives to identify and exchange promising solutions to the most critical problems facing the courts, and define a national agenda to improve the quality of justice in State courts nationwide.

Nearly \$400,000 of the allocation was awarded in amounts up to \$20,000 to 20 States. A list of the States receiving those grants and a description of their projects may be found on the Institute's web site ([www.statejustice.org](http://www.statejustice.org)). The remaining FY 2003 money, and an additional \$400,000 of FY 2004 money, is reserved for the National Solutions Project that will be carried out under a cooperative agreement among SJI, the National Center for State Courts (NCSC), and the Center for Effective Public Policy (CEPP). The Board of Directors has approved planning grants to both organizations and anticipates making the next awards to carry out the national aspects of the Project at its meeting in early November.

### Issues Highlighted for Public Comment

The Proposed Guideline would make four significant changes from last year's grant program. Three of those changes would reduce the allocations reserved for the Institute's three small grant programs: JBE TA Grants, Technical Assistance Grants, and Scholarships. In order to make the most money possible available for Project Grants, which are designed to have nationwide impact, the Institute would reduce the pool of money available for JBE TA Grants from \$300,000 to \$150,000; the pool available for Technical Assistance Grants from \$300,000 to \$200,000; and the amount available for scholarships from \$200,000 to \$150,000. The reduced amounts to be reserved for each program in FY 2004 still exceed the amounts awarded under each program in FY 2003.

In addition, the Proposed Guideline would not require recipients of JBE TA Grants to provide cash match. The Board of Directors recognizes that the serious budget problems affecting State courts nationwide have sharply reduced the amount of State funds available for judicial branch education. The Board hopes that, by eliminating the cash match requirement for JBE TA grants, more States will seek these grants next fiscal year.

### Recommendations to Grantwriters

Recommendations to Grantwriters may be found in Appendix A.

The State Justice Institute proposes the following Grant Guideline for FY 2004:

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