

STATE JUSTICE INSTITUTE

Grant Guideline

AGENCY: State Justice Institute.

ACTION: Final grant guideline.

SUMMARY: This Guideline sets forth the administrative, programmatic, and financial requirements attendant to Fiscal Year 2004 State Justice Institute grants, cooperative agreements, and contracts.

EFFECTIVE DATE: December 1, 2003.

FOR FURTHER INFORMATION CONTACT: David I. Tevelin, Executive Director, or Kathy Schwartz, Deputy Director, State Justice Institute, 1650 King St. (Suite 600), Alexandria, VA 22314, (703) 684-6100.

SUPPLEMENTARY INFORMATION: Pursuant to the State Justice Institute Act of 1984, 42 U.S.C. 10701, *et seq.*, as amended, the Institute is authorized to award grants, cooperative agreements, and contracts to State and local courts, nonprofit organizations, and others for the purpose of improving the quality of justice in the State courts of the United States.

This Guideline is being published at a time when the Institute is operating on a Continuing Resolution (CR). The Guideline is contingent on further action by Congress to either extend the CR or enact an appropriations bill funding the Institute in FY 2004 at no less than the level approved by the House of Representatives (\$3 million).

Types of Grants Available and Funding Schedules

SJI will offer five types of grants in FY 2004: Project Grants, Technical Assistance (TA) Grants, Judicial Branch Education Technical Assistance (JBE TA) Grants, Continuation Grants, and Scholarships.

Project Grants. Project Grants are awarded to support innovative education, research, demonstration, and technical assistance projects that can improve the administration of justice in State courts nationwide. As provided in section V.C. of the Guideline, Project Grants may ordinarily not exceed \$150,000 a year; however, grants in excess of \$100,000 are likely to be rare, and awarded only to support projects likely to have a significant national impact.

SJI also awards "think piece" Project Grants to support the development of essays of publishable quality that explore emerging issues that could result in significant changes in court processes or judicial administration. "Think pieces" are limited to no more than \$10,000. *See* section II.B.

Special Interest Categories. Project Grants, including "think piece" grants, will be awarded only for projects that fall within one of the Guideline's five Special Interest categories: Access to the Courts, Application of Technology in the Courts, Children and Families in Court, Judicial Branch Education, and the Relationship Between State and Federal Courts. The Judicial Branch Education category now includes specific topics of interest pertaining to rape, sexual assault, and other sexual violence, as a result of an Interagency Agreement with the Department of Justice's Office on Violence Against Women. *See* section II.A.4.

The deadline for submitting a Project Grant application is February 13, 2004. The Board of Directors will meet in early May 2004 to approve grant awards. *See* section VI.A. for Project Grant application procedures.

Technical Assistance Grants. Section II.C. reserves up to \$300,000 for Technical Assistance Grants. Under this program, a State or local court may receive a grant of up to \$30,000 to engage outside experts to provide technical assistance to diagnose, develop, and implement a response to a jurisdiction's problems.

Letters of application for a Technical Assistance Grant may be submitted at any time. Applicants submitting letters by January 9, 2004 will be notified by April 2, 2004; those submitting letters between January 10 and February 27, 2004 will be notified by June 11, 2004; those submitting letters between February 28 and June 4, 2004 will be notified by August 27, 2004; and those submitting letters between June 5 and September 24, 2004 will be notified of the Board's decision by December 10, 2004. *See* section VI.D. for Technical Assistance Grant application procedures.

Judicial Branch Education Technical Assistance Grants. Section II.A.4.b. of the Guideline allocates up to \$150,000 for grants under the JBE TA grant program this year. Grants of up to \$20,000 are available to: (1) enable a State or local court to adapt and deliver an education program that was previously developed and evaluated under an SJI project grant (*i.e.*, curriculum adaptation); and/or (2) support expert consultation in planning, developing, and administering State judicial branch education programs.

The services available through the expanded program could include consultant assistance in maintaining judicial branch education programming during the current budget crisis, or development of improved methods for evaluating judicial branch education

programs. Letters requesting JBE TA Grants may be submitted at any time. The grant cycles for JBE TA Grants are the same as the grant cycles for TA Grants:

Applicants submitting letters by January 9, 2004 will be notified by April 2, 2004; those submitting letters between January 10 and February 27, 2004 will be notified by June 11, 2004; those submitting letters between February 28 and June 4, 2004 will be notified by August 27, 2004; and those submitting letters between June 5 and September 24, 2004 will be notified of the Board's decision by December 10, 2004. *See* section VI.E. for JBE TA Grant application procedures.

Scholarships. Section II.A.4.c. of the Guideline allocates up to \$200,000 of FY 2004 funds for scholarships to enable judges and court managers to attend out-of-State education and training programs. A scholarship of up to \$1,500 may be awarded to pay for a recipient's travel and tuition costs and, new this year, reasonable lodging costs.

Scholarships for eligible applicants are approved largely on a "first come, first served" basis, although the Institute may approve or disapprove scholarship requests in order to achieve appropriate balances on the basis of geography, program provider, and type of court or applicant (*e.g.*, trial judge, appellate judge, trial court administrator). Scholarships will be approved only for programs that either (1) address topics included in the Guideline's Special Interest categories (section II.A.); (2) enhance the skills of judges and court managers; or (3) are part of a graduate degree program for judges or court personnel.

Applicants interested in obtaining a scholarship for a program beginning between April 1 and June 30, 2004 must submit their applications and documents between January 5 and March 1, 2004. For programs beginning between July 1 and September 30, 2004, the applications and documents must be submitted between April 5 and May 31, 2004. For programs beginning between October 1 and December 31, 2004, the applications and documents must be submitted between July 6 and August 30, 2004. For programs beginning between January 1 and March 31, 2005, the applications and documents must be submitted between October 4 and November 29, 2004. *See* section VI.F. for Scholarship application procedures.

Continuation Grants. Continuation Grants (*See* sections III.D., V.B.2., and VI.C.) are intended to enhance the specific program or service begun during the initial project grant period. The Guideline establishes a firm limit