

# STATE JUSTICE INSTITUTE

## INSTRUCTIONS FOR SJI APPLICATION FORM A

1. a-1 **Legal name of applicant** (court, entity or individual); **name of the organizational unit**, if any, that will conduct the project; complete **address** of applicant, including phone and fax numbers and web site address; and name, phone number, title, and e-mail address of a **contact person** who can provide further information about this application.
2. a **State court** includes all appellate, general jurisdiction, limited jurisdiction, and special jurisdiction courts, as well as all offices that are supervised by or report for administrative purposes to the chief or presiding justice or judge, or his or her designee.
2. b **National organizations operating in conjunction with State court** include national non-profit organizations controlled by, operating in conjunction with, and serving the State courts.
2. c **National state court organizations** include national non-profit organizations with the primary mission of supporting, serving, or educating judges and other personnel of the judicial branch of State government.
2. d **College or university** includes all institutions of higher education.
2. e **Other non-profit organization or agency** includes those non-profit organizations and private agencies not included in sub-paragraphs (b)-(d).
2. f **Individual** means a person not applying in conjunction with or on behalf of an entity identified in one of the other categories.
2. g **Corporation or partnership** includes for-profit and not-for-profit entities not falling within one of the other categories.
2. h **Other unit of government** includes any governmental agency, office, or organization that is not a State or local court.
3. **The proposed start date** of the project should be the earliest feasible date on which the applicant will be able to begin project activities following the date of award.
4. **Project duration** refers to the number of months the applicant estimates will be needed to complete all project tasks after the proposed start date.