

STATE JUSTICE INSTITUTE

INSTRUCTIONS FOR APPLICATION FORM 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 the applicant, including phone and fax numbers and website addresses; and name, phone number, title, and e-mail address of a **contact person** who can provide further information about this application.
2. Type of Applicant:
 - 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.
 - b. **National organizations operating in conjunction with State court** include national non-profit organization controlled by, operating in conjunction with, and serving State courts.
 - c. **National state court support organization** include national non-profit organizations with primary mission of supporting, serving, or educating judges and other personnel of the judicial branch of State government.
 - d. **College or university** includes all institutions of higher education.
 - e. **Other non-profit organization or agency** includes those non-profit organizations and private agencies not included in sub-paragraphs (b)-(d).
 - f. **Individual** means a person not applying in conjunction with or on behalf of an entity identified in one of the other categories.
 - g. **Corporation or partnership** includes for-profit and not-for-profit entities not falling within one of the other categories.
 - 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 applicant will be able to begin project activities following the date of award (example: 08/01/2007).
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.
5. The **applicant financial contact** is the court or organization employee that will administer and account for any funding awarded.

6. If this application, or an application requesting support for the same project or a similar project, has been previously submitted to another funding source (Federal or private), enter the name of the **source**, the **date** of submission, the **amount** of funding sought, and the **disposition** (if any) or current status.

7. Requested funding:

a. Insert the **amount requested** from the State Justice Institute to conduct the project.

b. The **amount of match** is the amount, if any, to be contributed to the project by the applicant, a unit of State or local government, or private sources.
See 42 U.S.C. 10705 (d).

Cash match refers to funds directly contributed by the applicant, a unit of State or local government, or private sources to support the project.

Non-cash match refers to in-kind contributions by the applicant, a unit of State or local government or private sources to support the project.

c. **Total match** refers to the sum of the cash and in-kind contributions to the project.

d. **Other cash** refers to other funds that may not serve as a match but can be used for a project.

e. **Total project cost** represents the sum of the amount requested from the Institute and all other contributions to the project.

8. The **title of the proposed project** should reflect the objectives of the activities to be conducted.

9. Enter the name of the applicant's Congressional Representative and the number of the applicant's **Congressional district**, along with the number of the Congressional district(s) in which most of the project activities will take place and the name(s) of the Representative(s) from those districts. If the project activities are not site-specific (for example, a series of training workshops that will bring together participants from around the State, the country, or from a particular region), enter *Statewide*, *national*, or *regional*, as appropriate, in the space provided.

10. **Signature** and title of a duly authorized representative of the applicant and the **date** the application was signed. For applications from State and local courts, Form B, Certificate of State Approval, must be attached.