

## **ADMINISTRATION OF JUSTICE (AOJ) GRANTS**

### **Instructions and Criteria**

#### **AOJ Grant Purposes and Priorities**

The Michigan State Bar Foundation, a non profit corporation, funds law-related educational and charitable programs. The Administration of Justice Grant Program typically has available total funding of approximately \$150,000 annually in competitive grants for the following priorities. While larger and smaller amounts are awarded, the average size of recent AOJ grants is \$12-15,000.

**The Michigan State Bar Foundation prioritizes funding of innovative projects that educate Michigan children and adults about their legal rights and responsibilities, the American justice system, and opportunities for conflict and dispute resolution. From time to time, the Foundation also may consider or seek out projects of extraordinary merit in other subject areas related to improvements in the administration of justice.**

#### **AOJ Grant Criteria**

Grant proposals that include the following are favored:

1. Demonstrate innovative approaches or new ideas;
2. Benefit Michigan residents;
3. Have potential for independent financial and programmatic continuity;
4. Demonstrate community support, collaboration, partnerships, and links with other entities doing similar work;
5. Avoid duplication of service;
6. Have multiple funding sources;
7. Have potential for applicability or replication in other parts of the state;
8. Include a meaningful evaluation component;
9. Leverage a significant volunteer commitment;
10. Show a history of quality service and fiscal responsibility.

Grants are not made:

1. To political campaigns or for lobbying or political advocacy;
2. To support religious activities;
3. That jeopardize the Foundation's tax-exempt status.

Grants are generally not made:

1. To individuals;
2. To endowment or capital campaigns;
3. To repay loans;
4. As a substitute for other funds;
5. For continuing operating support or projects exceeding 3 years;
6. For general overhead costs in excess of 20% of the grant amount.

**Michigan State Bar Foundation**  
**Administration of Justice Grants**  
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[www.msbf.org](http://www.msbf.org)

### **Grant Application and Approval Process**

The Foundation makes funding determinations on the basis of written applications. Application forms and instructions can be obtained from the Foundation's web site. The Foundation may, at its discretion, request supplements to the applications and make on-site visits or require an applicant to appear at a Board or Committee meeting. The Foundation often requests additional information via e-mail from the contact person listed on the application.

Application due dates and expected grant decision dates are posted on the Foundation's web site. The application must be submitted electronically to [msbf@msbf.org](mailto:msbf@msbf.org). Attachments which are not in electronic form should be received in hard copy by 5 p.m. on the due date.

All applicants must sign and follow the Foundation's Grant Assurances. Applications from entities of the State Bar of Michigan should indicate whether you have the approval or authorization of the State Bar Board of Commissioners or Executive Committee for this funding request.

### **Grant Awards and Payments**

Applicants will be notified in writing of the grant decision, any special terms or conditions, and how to make payment arrangements. To receive payment, Foundation funds must be spent only as directed in the grant award letter and all grant conditions specified by the Foundation must be met. Material variances in the project or its timeline, budget and grant conditions must be approved in advance by the Foundation. Funding acknowledgement language must be published as directed by the Foundation unless prior approval for variances is obtained from the Foundation.

### **Reporting and Evaluation**

Grant recipients must provide the following information to the Foundation:

1. A final written report (and interim reports if requested) in a format specified by the Foundation;
2. Copies of all materials resulting from the project and, if requested, a replication outline;
3. Responses to the Foundation's reasonable requests for further information;
4. Acknowledgment of the grant funding as directed by the Foundation.

### **Additional Information**

The Foundation welcomes telephone inquiries about proposed projects or the application process via e-mail to [msbf@msbf.org](mailto:msbf@msbf.org) or phone at 800-968-6723.