

ADMINISTRATION OF JUSTICE (AOJ) GRANTS

Instructions and Criteria

AOJ Grant Purposes and Priorities

The Michigan State Bar Foundation funds innovative projects through its Administration of Justice grant program. Priorities for these funds include:

1. Educating Michigan children and adults about their legal rights and responsibilities, and the American Justice system; and
2. Opportunities for conflict and dispute resolution; and
3. Supporting civil legal aid to the poor.

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. The average size of recent AOJ grants is \$12-\$15,000.

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 10% of the grant amount.

Grant Application and Approval Process

Application due dates and a copy of the application are posted on the Foundation's web site. MSBF accepts all grants through our online grant portal. To apply for a grant, you must first request a user identification number from MSBF. To request a user ID, please send an email to msbf@msbf.org or call 517-346-6400.

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 or phone at 800-968-6723.