



PROCEDURE AND CRITERIA FOR GRANT FUNDING REQUESTS

Grant Purposes and Priorities

The State Bar of Michigan Alternative Dispute Resolution (“ADR”) Section, funds ADR related educational programs and projects, consistent with its mission, which states as follows:

MISSION

The Alternative Dispute Resolution Section provides members of the State Bar of Michigan and the general public with creative leadership in the dispute resolution field. The Section fosters diversity in the profession; develops and offers educational programs; promotes access to dispute resolution alternatives; monitors legislative and judicial activity; and provides policy guidance, information, and technical assistance on ethical issues, dispute resolution techniques, and training design. The Section produces publications, which promote wider use and excellence in the provision of alternative problem-solving techniques and dispute resolution services.

Grant Funding Criteria

Grant proposals which include the following are favored:

1. Demonstrate innovative approaches or new ideas;
2. Demonstrate community support, collaboration, partnerships, and links with other entities doing similar work;
3. Include a meaningful evaluation component; and
4. Show a history of quality service and promotion of ADR

Grant Funding Is Not Made:

1. To political campaigns or for lobbying or political advocacy;
2. To support religious activities; and
3. Could jeopardize the State Bar of Michigan ADR’s tax-exempt status

Grant Funding Application and Approval Process

The ADR Section makes funding determinations based solely on written applications. Application forms and instructions can be obtained from the ADR Section web site. The ADR Section may, at its discretion, request supplements to the applications or require an applicant to appear before an ADR Executive Committee or ADR Council meetings. The ADR Section may request additional information from the contact person listed on the application.

The completed application is due no less than **two (2) weeks** before an ADR Section's Executive Committee or Council meeting. Meeting dates are posted on the ADR Section's web site. The application must be submitted electronically to the ADR Section's Chairperson. 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 ADR Section's Grant Funding Assurances form.

Grant Funding Awards and Payments

Applicants will be notified in writing of the grant funding decision and any applicable special terms or conditions. Funds must be spent only as directed in the grant funding award letter and all grant conditions specified by the ADR Section must be met. Material variances in the project/program its timeline, budget, or grant funding conditions must be approved in advance by the ADR Section. Applicants are required to complete the "Grant Funding Assurances by Applicant" form and submit it along with the "Grant Funding Application" form.

Reporting and Evaluation

Grant funding recipients must provide the following information to the ADR Section within ninety (90) days of completion of the program/project. A summary of the following should be provided to the ADR Council's Chairperson.

1. Evaluation summary of the project/program;
2. How goals/outcomes were achieved; and
3. Number of participants