Program Overview

The <u>JAMS Foundation</u> and the <u>National Association for Community Mediation</u> (NAFCM) are pleased to announce the Community Mediation Mini-Grant Program ("Program"). The purpose of the Program is to fund the development and refinement of innovative and emerging community mediation services that can be replicated by community mediation programs throughout the country as a path for sustainability and growth for the field of community mediation.

Service models will be developed and locally implemented over a two-year period by a working group consisting of mini-grant recipients ("grantee working groups"). These grantee working groups will serve as incubators for innovation through structured ongoing peer contact supervised by NAFCM. The grantee working groups will also aid in the development of "good practices" and written materials that will be shared with community mediation centers and mediators around the country. By distributing these materials, sharing programmatic resources, providing training, and developing national partnerships NAFCM will support the replication of service models and ensure the Program's impact on a national level.

2014 Request for Proposals Overview

In 2014 the Program is seeking proposals from organizations, as defined below, wishing to develop services for veterans and their military families. Services for veterans and military families was selected as the focus of the Program for 2014 to assist community mediation centers in effectively serving the unique issues that exist for veterans and family members at all stages of their service – from predeployment to post-service retirement or discharge- for a wide range of issues. The last census reported that there are over 21 million veterans living in the US. The challenge presented to mediation centers which are not familiar with the culture or experiences of military personnel can diminish the efficacy of the compassionate services offered by the centers. In response to this reality, funding for this two year grant cycle will be dedicated to develop mediation services that are customized to serve veterans and their military families. Programs selected will use dialogue-based processes and skill-development trainings to assist veterans and their military families in making important life decisions, planning, and addressing conflict constructively and strengthening understanding and communication.

Mini-grants of \$12,000 a year will be awarded to up to five organizations who will comprise the grantee working group focusing on services for veterans and military families. Grants will be awarded in September 2014 for an initial twelve-month funding period and are renewable for an additional year of funding by the mutual agreement of the mini-grant recipient and NAFCM. Funding is intended primarily for staff time dedicated to program development activities.

Eligible organizations include nonprofit 501(c)3 organizations, educational institutions, and public agencies which meet, or are working toward meeting, NAFCM's characteristics of a community mediation center:

- 1. A private non-profit or public agency or program thereof, with mediators, staff and governing/advisory board representative of the diversity of the community served.
- 2. The use of trained community volunteers as providers of mediation services; the practice of mediation is open to all persons.
- 3. Providing direct access to the public through self-referral and striving to reduce barriers to service including physical, linguistic, cultural, programmatic and economic.
- 4. Providing service to clients regardless of their ability to pay.

- 5. Providing service and hiring without discrimination on the basis of race, color, religion, gender, age, disabilities, national origin, marital status, personal appearance, gender orientation, family responsibilities, matriculation, political affiliation, source of income.
- 6. Providing a forum for dispute resolution at the earliest stage of conflict.
- 7. Providing an alternative to the judicial system at any stage of a conflict.
- 8. Initiating, facilitating and educating for collaborative community relationships to effect positive systemic change.
- Engaging in public awareness and educational activities about the values and practices of mediation

2014 Submission Documentation

The deadline for proposals is **July 9th**, **2014.** All proposals will be rated and viewed in a merit-based competitive process and grantees will be announced in August 2014.

NAFCM's goal is to review all applications submitted for grant funding. However, this goal **must** be balanced against NAFCM's obligation to ensure equitable treatment of applications. For this reason, NAFCM has established certain formatting requirements for its applications. **If you do not adhere to these requirements, your application will be screened out and will not be considered for funding.**

- Applications must be received by July 9th as detailed herein
- Information provided **must** be sufficient for review.
- Text **must** be legible. Pages **must** be typed in black ink, single-spaced, using a font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each. For applications submitted via hard copy, tables may be included using a font of Times New Roman 10 and may have a landscape orientation, if desired. The page limit of 14 pages cannot be exceeded.

To facilitate review of your application, follow these additional guidelines. Failure to adhere to the following guidelines will not, in itself, result in your application being screened out. However, the information provided in your application **must** be sufficient for review. Following these guidelines will help ensure your application is complete, and will assist in the review of your application.

- The required application components should be submitted in the order described herein
- Pages should be typed single-spaced in black ink with one column per page.
- Pages should be numbered consecutively from beginning to end, so that information can be located easily during review of the application (hand write page numbers if necessary).
 Attachments should be labeled and separated from the Project Narrative and Budget Narrative, and the pages should be numbered to continue the sequence.

Questions regarding this Program and the RFP can be directed to Matt Phillips (Mphillips@nafcm.org).

Bidders Conference

An opportunity to raise questions will be provided at a Bidders Conference set to be held on **June 27**th at 4:15 p.m. Eastern Daylight Savings Time/ 1:15 p.m. Pacific Daylight Savings Time. Please call in using the phone number:1-888-795-5787 then the meeting ID: 1462

In addition, all questions submitted to Matt Phillips will be addressed through NAFCM's web page under Frequently Asked Questions.

Proposal Checklist

Only complete proposals will be reviewed for consideration for the JAMS Foundation and National Association for Community Mediation (NAFCM) Community Mediation Mini-Grant Program ("Program"). Please include all of the following materials and email applications to: Matt Phillips (Mphillips@nafcm.org) by 5:00 p.m. EST on July 9,2014.

| Signed Application Coversheet |
|--|
| Proposal (not to exceed 14 pages) |
| Three letters of support from key stakeholders who are committed to providing referrals and/or |
| supporting services for veterans and military families. Applications with fewer than three letters |
| will not be reviewed. |
| Job description of proposed staff member implementing the mini-grant, a resume of that person |
| (if one has been identified), and the resume of his/her supervisor. The job description should |
| include total time (in hours per average week) dedicated to the mini-grant. |
| Organizational Chart of mediation-related staff including staff involved with implementing the |
| mini-grant. |
| Needs assessment findings (if applicable) |
| |

Please be aware that applications that do not include all of the above are considered incomplete.

Incomplete applications will not be reviewed for consideration.

Application Coversheet

| Name o | Name of Organization: | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Addres | Address: | | | | | | | |
| Contact | ct Person: Ei | mail Address: | | | | | | |
| Phone I | Phone Number: | | | | | | | |
| | | | | | | | | |
| (NAFCN | art of our proposing to be a JAMS Foundation and N M) Community Mediation Mini-Grant Program ("Pro the following Program requirements: | • | | | | | | |
| 1. | , | | | | | | | |
| 2. 3. | , , , | ing but not limited to: Reviewing research and d; conducting local needs assessment; nships; developing and implementing pilot | | | | | | |
| 4. | Assist in the development of program materials the centers and mediators. | at will be shared with community mediation | | | | | | |
| Assist NAFCM in presenting at local, regional, and national ADR conferences and/or other line trainings. | | | | | | | | |
| 6. | Maintain, or be working toward meeting, <u>NAFCM'</u> center as noted in this RFP. | s characteristics of a community mediation | | | | | | |
| 7. | Maintain a NAFCM membership for the duration of | of the funding period. | | | | | | |
| Name (| (Printed) | | | | | | | |
| Name (| (Signed) D | ate | | | | | | |

Request for Proposal Form

| Name of Organization: | |
|-----------------------|---------------|
| Address: | |
| Contact Person: | |
| Email Address: | Phone Number: |

Please answer all of the questions included in this Proposal Form and include three letters of support

- 1. Briefly describe you organization's vision, mission, history, and how providing services for veterans and military families are in alignment with your vision, mission, history. (up to 1 page)
- 2. Please outline how you meet, or will be working toward meeting, NAFCM's characteristics of a community mediation center. (up to 2 pages)
- 3. What is the geographical area in which you provide community mediation services? In what part of that area will you provide services for veterans and military families? (up to 1 page)
- 4. Complete the following table to describe your organization's mediation and mediation-related programming (use a separate page):

| Number of paid staff | |
|--|--|
| Number of volunteer mediators | |
| Number of volunteers serving in non- | |
| mediator roles | |
| Annual budget for mediation and mediation- | |
| related programming | |
| Total Organizational Budget | |

- 5. What current mediation services do you offer? Please include detailed information regarding your three most common types of cases, the key referral sources for each, and the total number of cases handled annually for each. How would the additional services for veterans and military families complement your existing services? (up to 1 page)
- 6. Describe your past experiences with successfully developing new services and your program development philosophy or approach. (up to 2 pages)
- 7. What steps have you taken to develop services for veterans and military families? (up to 2 pages)
- 8. Have you conducted a needs assessment for veterans and military families services? If so, please detail your needs assessment process and attach to this application any written findings. If you have not conducted a needs assessment, please address how you have determined this program meets a community need and the barriers you have faced in attempting to conduct a needs assessment that would clarify your determinations. (up to 1 page)

- 9. What local obstacles have you discovered and/or anticipate that you will have to overcome in successfully developing a service for veterans and military families?(up to 1 page)
- 10. Please list any other financial or in-kind support for services for veterans and military families that the organization currently receives or anticipates receiving. (up to 1 page)
- 11. Please complete the following budget table to indicate how you will use mini-grant funds and include a line by line explanation (up to 1 page)

| Staff time | |
|--|----------|
| Fringe benefits | |
| Travel | |
| Materials | |
| Indirect Costs (if necessary) | |
| Other (if any): please detail and add lines as | |
| necessary | |
| Total | \$12,000 |