

# Community Mediation Mini-Grant Program

## Program Overview

The [JAMS Foundation](#) and the [National Association for Community Mediation](#) (NAFCM) are pleased to announce the second Community Mediation Mini-Grant Program (“Program”). *The purpose of the Program is to fund the development and refinement of innovative and emerging community mediation center services which will strengthen the connection between law enforcement personnel and the communities they serve.* These services should be able to be replicated by community mediators throughout the country as a path for sustainability and growth for the field of community mediation as well as to inform the development of training, evidence-based strategies, policy and research.

The Mini-Grant program, anchored by the learning community, is designed to encourage creativity and variation based on research. Service models will be developed and locally implemented over a two-year period by Mini-Grant recipients (“learning community”). This learning community will serve as an incubator for innovation through structured ongoing peer contact facilitated by NAFCM aiding 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 these service models and ensure the Program’s impact on a national level.

### 2015 Request for Proposals Overview

The 2015 Program seeks proposals from Community Mediation Centers wishing to enhance or expand services that target supporting policing which treats people with dignity and respect, is neutral and transparent in decision-making and conveys trustworthy motives. Each applicant will be asked to work to embed one of the following three options during the Program funding period as described herein:

*Procedural Justice:* Law enforcement / resident mediation facilitated by community mediation centers that creates a safe space for conversations between the community and law enforcement and that allows them to address historic tensions, grievances and misconceptions; an exchange of knowledge and held truths between them and focused on transformation, restoration and engagement. *Interim Report of the President’s Task Force on 21<sup>st</sup> Century Policing.* Recommendations; 1.1, 1.5, 1.51, 4.1, 4.4.2, 4.5, 4.5.1.

*Reconciliation:* Individual law enforcement / resident mediations facilitated by community mediation centers focused on creating trust, transparency and the ability to hear each other leading to an increased appreciation of each other as individuals and to develop some common places of appreciation and acceptance of each other, which could serve as a part of the civilian review process for non-life threatening claims of improper action or inaction. *Interim Report of the President’s Task Force on 21<sup>st</sup> Century Policing.* Recommendations; 1.2, 4.1.1.

*Implicit Bias:* Increase the number of law enforcement personnel proficient in the use of mediation skills focused on enhancing individual policing, recognizing learned biases that may interfere with their ability to create positive community relations, and enhancing their ability to deescalate situations and demonstrate cultural awareness that increases a sense of fairness through training by and relationship building with the Community Mediation Centers within their districts. *Interim Report of the President’s Task Force on 21<sup>st</sup> Century Policing.* Pillar One, Recommendations; 1.3, 1.6, 4.2, 4.4.1; 5.1.

Mini-Grants of \$12,000 a year will be awarded to up to four organizations to be used as incentive funds to support the expanded work. These four organizations will comprise the grantees’ learning community focusing on services that support strengthening law enforcement and community relations. Grants will be awarded in August 2015 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

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is intended primarily for staff time dedicated to program development activities, including required participation in the Learning Community.

### Proposal Submission Deadline

The **deadline** for proposal submission is **June 9<sup>th</sup>, 2015 at 11:59 PM** local time (your time zone) for the applicant/center. All proposals will be rated and viewed in a merit-based competitive process and grantees will be announced in August, 2015.

### Bidders' Conference

Another important date is the Bidders' Conference which will be offered on **Thursday May 7 at 4:00 PM Eastern Time/ 1:00 PM Pacific Time**. This will be an opportunity to raise questions. You may access this conference by downloading [Go to training then enter the Registration URL: <https://attendee.gototraining.com/r/4746901025885105409>](#) Training ID: 295-734-524. Please register immediately as spots are limited.

### Frequently Asked Questions Page (FAQ)

A Frequently Ask Questions (FAQ) page will be maintained by NAFCM. You can find the page at NAFCM.org. Then hover over the tab 'Practitioner and Program Resource'. A list will open and then click on: Resource News. Please email any questions to D.G. Mawn at [dgmawn@nafcm.org](mailto:dgmawn@nafcm.org). You will receive an individual response to your question. Also the response and question will be posted on the FAQ with no attribution, unless a similar question and answer has already been posted on the FAQ.

### Organizational Eligibility

Eligible organizations, located within the legal jurisdiction of the United States of America, 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.
9. Engaging in public awareness and educational activities about the values and practices of mediation

Eligible organizations do not have to be a member of NAFCM to apply, but must become a member if they are awarded these funds. **Organizations currently receiving JAMS/NAFCM Mini-Grant funds through NAFCM may not apply for these funds.**

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### **2015 Submission Documentation**

The **deadline** for proposal submission is **June 9<sup>th</sup>, 2015 at 11:59 PM** local time (your time zone) for the applicant/center. All proposals will be rated and viewed in a merit-based competitive process and grantees will be announced in August, 2015.

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 June 9<sup>th</sup> 2015 by 11:59 PM local time (your time zone) of the applicant organization.
- 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 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 proposed project and budget narrative cannot exceed **14 pages**. Attachments do not count against the page limit requirement.
- Applications must include **at least 4 letters of partnership, as detailed below.**

To facilitate review of your application, please follow these additional guidelines.

Failure to adhere to the following guidelines will not, in itself, result in your application being screened out. However, as noted above, 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 together and in the order described herein.
- Pages should be numbered consecutively from beginning to end, so that information can be located easily during the review of the application (hand write page numbers if necessary).
- Attachments should be clearly labeled and separated from the Project and Budget Narratives and the pages should be numbered to continue the sequence.

Questions regarding this Program and the RFP can be directed to D.G. Mawn ([dgmawn@nafcm.org](mailto:dgmawn@nafcm.org)).

## **Community Mediation Mini-Grant Program 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: D.G. Mawn ([dgmawn@nafcm.org](mailto:dgmawn@nafcm.org)) by 11:59 PM local time, (your time zone) on June 9<sup>th</sup>, 2015.

- Signed Application Coversheet
- Proposal (project and budget narrative not to exceed 14 pages)
- Applications with fewer than four letters of partnership will not be reviewed.**
  - One letter of partnership needs to be from the Mayor, County/Parish Judge Executive, City Council President, the City/Town Manager, the Chief of Police or the State’s Attorney’s Office that can attest to the relationship detailed in the proposal narrative.
  - One letter of partnership needs to be from the head of the police union, the crisis intervention team, the hostage negotiating team, or field training program that can attest to the relationship detailed in the proposal narrative.
  - One letter of partnership needs to be from a key stakeholder who is representative of the community that has a high level of encounter with policing ( e.g. NAACP, Urban League, Fairness Coalition, Initiative on Institutional Racism, Catholic Charities) that can attest to their support for your center.
  - And a letter from the board president of your organization that details the Board’s support for and commitment to this initiative.
- Job description of proposed staff member implementing the Mini-Grant, a resume of that person, 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 process (and findings if available).

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

**Incomplete applications will not be reviewed for consideration.**

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## Application Coversheet

Name of Organization:

Address:

Website:

Contact Person:

Email Address:

Phone Number:

As a part of our proposing to be a JAMS Foundation and National Association for Community Mediation (NAFCM) Community Mediation Mini-Grant Program (“Program”) grantee, we agree to meet the following Program requirements:

1. Identify one staff member who will be responsible for the implementation of the Mini-Grant.
2. Participate in monthly Learning Community calls and web-based meetings.
3. Implement program development activities including but not limited to: Reviewing research and past programmatic materials developed in the field; conducting local needs assessment; developing stakeholder and referral source relationships; developing and implementing pilot programming and evaluation strategies; training mediators; and cultivating local funding sources.
4. Assist in the development of program materials that will be shared with community mediation centers and mediators, including at least one NAFCM hosted webinar.
5. Assist NAFCM in presenting at local, regional, and national ADR conferences and/or other on-line trainings.
6. Maintain, or be working toward meeting, [NAFCM’s characteristics of a community mediation center as noted in this RFP.](#)
7. Maintain a NAFCM membership for the duration of the funding period.

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Print Name

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Signature

Date

## Community Mediation Mini-Grant Program Request for Proposal Form

Name of Organization:

Address:

Website:

Contact Person:

Email Address:

Phone Number:

Please answer all of the questions included in this Proposal Form and include four letters of partnership

### Internal Capacity Assessment- 30 points- up to 4 pages

1. Briefly describe your organization’s vision and mission, including the history of your organization’s work with Law Enforcement. Also describe how that work connects with your mission as a community-anchored resource and helps to strengthen your vision and unique brand of credibility. (up to 1 page) (5 points)
2. Please review, [NAFCM’s characteristics of a community mediation center](#) and prioritize the two most important characteristics that your organization has and that are essential to enhance or expand services that target supporting policing which would treat people with dignity and respect, give individuals voice during encounters, be neutral and transparent in decision-making and convey trustworthy motives. (up to 1 page) (5 points)
3. Please review the definitions of Procedural Justice, Reconciliation, and Implicit Bias contained herein and prioritize, and rank in order of your organization’s readiness to implement; ranking from most ready (1), to ready (2), to least ready (3), and describe how you assessed these conclusions regarding your organizational readiness. (up to 1 page) (10 points)
4. Complete the following table to describe your organization’s mediation and mediation-related programming (use a separate page), please add any narrative you believe is necessary for a full appreciation by the reviewer of your chart. (chart and narrative up to 1 page) (10 points)

Category	Response
Number of paid staff	
Number of paid staff connected by history or demographics with those populations with the highest encounter of policing	
Number of volunteer mediators	
Number of volunteer mediators connected by history or demographics with those populations with the highest encounter of policing	
Number of mediations and community-facilitated dialogues offered annually for the past five years	
Number of mediations and community-facilitated dialogues offered annually for the past five years that addressed issues of police and community procedural justice, reconciliation, implicit bias	
Number of mediation skills trainings offered annually for the past five years	
Number of mediation skill trainings offered for the past five years that targeted law enforcement or had a least one law enforcement personnel in attendance	
Annual budget for mediation and mediation-related programming/training	
Total Organizational Budget	

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### Community Readiness and Assessment- 50 points- up to 8 pages

1. What is the geographical area in which your organization provides community mediation services? Describe previous efforts with populations with the highest encounter of policing (indicate your source for determining this population) in your claimed geographical area. (up to 1 page) (7.5 points)
2. Describe your organization’s experiences with successfully developing new services and your program development philosophy or approach. (up to 2 pages) (10 points)
3. What benchmarks would serve for your organization to know that the police treat community members with dignity and respect, are neutral and transparent in decision-making, and convey trustworthy motives? Include in your response how you developed these benchmarks.(up to 1 page) (5 points)
4. If you have a need assessment regarding policing efforts in your geographic service area, include this document in your application. If a need assessment has not been conducted, or if the need assessment does not include the following please address how you intend to collect the following information and the barriers you have or will encounter in attempting to collect this information: community and police participants level of satisfaction after your intervention; and, arrest rates, number of civilian complaints, use of force incidents, pedestrian and vehicle stops, calls for service, broken out (if possible) by race, ethnicity, sexual orientation, income, location of the caller or the incident. If your need assessment did include these factors please describe your collection and discernment process. (up to 1 page) (10 points)
5. What local obstacles have you discovered and/or anticipate that you will have to overcome to develop proactive efforts to ensure greater fairness, accountability and transparency between law enforcement and the community in order to improve trust and confidence and create a safer community? Please reference here your agencies and persons who have provided letters of partnership (up to 2 page) (10 points)
6. Please list any other financial or in-kind support you receive or anticipate receiving, for services you provide for law enforcement and community relations work and discuss how you plan to sustain or expand that support. If you do not receive any financial or in-kind support what would you do to begin to garner that support? (up to 1 page) (7.5 points)

### Program Leadership and Support -20 points- 2pages

1. Please complete the following budget table to indicate how you will use Mini-Grant funds. Briefly describe how each line item you have placed funds within is needed to carry out the Mini-Grant program in your community. (up to 1 page) (5 points)

Category	Allocation
Staff time	
Fringe benefits	
Travel	
Materials	
Indirect Costs (if necessary)	
Other (if any): please detail and add lines as necessary	
<b>Total</b>	<b>\$12,000.00</b>

2. Along with the attached staff resume and job description, organization chart and supervisor’s resume please address how your chosen staff person is best suited to be a liaison connect between the community and law enforcement. Describe how this person’s identity will allow him or her to serve as a key contact among community partners/stakeholders; include his or her years of mediation service, connection to the community, and any experience with policing engagement work. (up to 1 page) (15 points)