



MAINE JUVENILE JUSTICE ADVISORY GROUP

5K Discretionary Grant Management Policy

(Adopted June 16, 2022)

The Maine Juvenile Justice Advisory Group (JJAG) sets aside a portion of its annual Title II allocation for small discretionary grants of \$5,000.00 or less. The purpose of this policy is to provide guidance to the JJAG members (“the Board”) and staff on the procedure for applying for and awarding these grants.

I. Procedure

- a. An applicant shall complete the [Request For Funds form](#) and submit it to the Juvenile Justice Specialist (Specialist).
- b. The Specialist shall review the application and determine if it meets the criteria described in the Request for Funds form. The Specialist shall notify the applicant of any deficiencies in the application but shall not comment on the substance of the application.
- c. Once the Specialist determines that the application meets the criteria, the Specialist shall forward a copy of the application to the Executive Committee for review.
- d. The Executive Committee shall review the application and determine whether or not to recommend that the Board fund the application.
- e. The Executive Committee’s recommendation shall be reviewed and voted on by the Board. The applicant shall have the opportunity, but is not required, to appear before the Board to respond to questions.
- f. The Specialist shall notify the applicant of the Board’s decision.

- II. Interaction between Board members and potential or actual applicants.
 - a. The Specialist shall be responsible for responding applicant inquiries with regard to the application process.
 - b. The applicant shall not communicate with any Board member with regard to any questions related to the application process.
 - c. If a Board member is contacted by an applicant or potential applicant, that Board member shall refer the applicant to the Specialist without further comment or discussion.
 - d. No Board member may participate in the drafting, filing or execution of a grant proposal submitted under this process.