

## Community Mediation Mini-Grant Program Program Overview

The [JAMS Foundation](#) and [National Association for Community Mediation](#) (NAFCM) are pleased to announce the next track of 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 center services. This track will focus on being a part of a **preventive strategy to assist communities and community members to navigate cultural differences.*** 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 (the Mini-Grant recipient working group), 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.

### 2016 Request for Proposals Overview

The 2016 Track seeks proposals from Community Mediation Centers wishing to enhance or expand services that *will serve as a part of a preventive strategy that navigates cultural differences. For example a center that works in areas of the community where conflict has arisen or perhaps partners to teach and implement mediation skills for community members to learn, use and benefit from over the long term.* A central value is that these cultural differences need not become polarizing difference in which people stop listening to and start demonizing those with different backgrounds, viewpoints and habits. Community mediation is community mobilization and both nationally and locally together we must aggregate the wisdom of the work, amplify the voice of community members so each can be heard, and advance the transformative value of community mediation.

There is a growing crisis in our communities centered on differences, in particular religious and cultural backgrounds and perceptions that are at their core relational in nature. Current research on conflict reveals that the cultural perspectives of individuals shape the experience of their encounters with others and many times are a driver for the conflict to continue. Centers will become more equipped to facilitate dialogue- based mediations that guide the parties to assess the impact of how their culture influences their experience of the conflict and to use that information to design their own path to address the conflict.

Mini-Grants for \$12,000 a year will be awarded to up to five organizations to be used as incentive funds to support the development or expansion of the Center’s proposed work in this area. The selected applicants will comprise the grantees’ learning community focusing on services that support strengthening community mediation as part of the preventive strategy that can assist both individuals and communities in navigating cultural differences. Grants will be awarded in August 2016 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, NAFCM and the JAMS Foundation. Funding is intended primarily

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for staff time dedicated to program development activities, including required participation in the Learning Community and the development of resource materials.

### Proposal Submission Deadline

The **deadline** for proposal submission is **June 13<sup>th</sup>, 2016 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, 2016.

### Bidders' Conference

Another important date is the Bidders' Conference which will be offered on **Friday April 29<sup>th</sup> 2:00 PM Eastern Time/ 11:00 AM Pacific Time.** This will be an opportunity to raise questions. You may access this conference by registering at this link:

<https://attendee.gototraining.com/r/6098424025002769410>

### Frequently Asked Questions Page (FAQ)

A Frequently Asked 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. In addition, the response and question will be posted on the FAQ page with no attribution, unless a similar question and answer has already been posted on the FAQ page.

### Organizational Eligibility

Eligible organizations are those located within the legal jurisdiction of the United States of America, including: 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 are ineligible to apply for a new JAMS/NAFCM Mini-Grant until 12 months have passed since receipt of their most recently-awarded funds.**

## Community Mediation Mini-Grant Program 2015 Submission Documentation

The **deadline** for proposal submission is **June 13<sup>th</sup>, 2016 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, 2016.

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 13<sup>th</sup> 2016 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 **16 pages**. Attachments do not count against the page limit requirement.
- Applications must include **at least 3 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 13<sup>th</sup>, 2016.**

- Signed Application Coversheet
- Proposal (**narrative not to exceed 16 pages but should be no less than 9 pages**)
- Applications with fewer than three letters of partnership, one from each of the following categories will not be reviewed.**
  - One letter of partnership needs to be from the human relations council, neighborhood association, or other government-connected body charged with addressing the needs of the members of the community as related to cultural differences 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 a community that has a high-level discrimination, oppression, disenfranchisement because of their minority cultural status within the geographic area served by the Center (e.g. NAACP, Urban League, Fairness Coalition, the Ministerial Association, Initiative on Institutional Racism) that can attest to their support for your center.
  - And a third letter must come from the board president of your community mediation center 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) that will be dedicated to the Mini-Grant.
- Organizational Chart of the Center that depicts the placement of the staff involved with implementing the Mini-Grant.
- A list of the members that serve on your Community Mediation Center Governing/Advisory Board. The list must include their names, occupation, street address, and email address
- Sustainability plan and logic model (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 the Community Mediation Center:

Address:

Website:

Contact Person:

Email Address:

Phone Number:

As a part of our proposal to be a JAMS Foundation and NAFCM 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**

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

### **Request for Proposal Form**

Name of Community Mediation Center:

Address:

Website:

Contact Person:

Email Address:

Phone Number:

#### Organizational Leadership - 40 points- up to 5 pages

1. Briefly describe your organization's vision and mission, including the history of your Community Mediation Center's work with issues of discrimination, oppression or disenfranchisement that stems from cultural divergences that has allowed you to: 1) Develop passionate stewards that now serve on your board or standing committees; 2) Garner internal strength (e.g. diversity of volunteer, board members, staff); and 3) Cultivate external support (e.g. access to community connections, support of community leaders not connected with your center)? Also describe how the work to help navigate cultural differences connects with your Community Mediation Center's mission as a community-anchored resource and helps to strengthen your vision and unique brand of credibility. (up to 2 pages) (15 points)
2. Please review, [NAFCM's characteristics of a community mediation center](#) and prioritize the two most important characteristics that your organization has that are essential to enhance or expand services that help others in your community 1) navigate cultural differences, and 2) recognize your Community Mediation Center as an essential part of a community-wide conflict prevention strategy which treats people with dignity and respect, gives individuals voice, is impartial and transparent and conveys trustworthy motives. (up to 1 page) (5 points)
3. Please present an effort of your Community Mediation Center to provide one of the following services: 1) Facilitated dialogues to increase understanding and removing cultural and religious barriers; 2) Mediated disputes which in part may arise from the misperceptions and stereotypes one party has of the other that may have led to sexual harassment, harassment, communal tensions, bullying, workplace discrimination, housing discrimination ; or 3) Assisted in training or educational efforts to address discrimination based on ethnic, religious, gender identity, ageism, physical capacity or cultural appearances, etc. In your description include how your Community Mediation Center addressed an environmental or other implementation factor regarding the development or implementation of this service, so that your impact would not be weakened. Please include the possible organizational restructuring or re-staffing that needed to occur that allowed you to move the program elements and tasks forward and how those changes were based on the data your Community Mediation Center collected and synthesized to make the decision regarding the noted changes. At least one of your partners' letters need to address this effort and why they believe support by the JAMS/NAFCM mini-grant would serve the community well. (up to 2 pages) (20 points)

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### Organizational and Community Readiness and Capacity- 40 points- up to 7 pages

1. What is the geographical area in which your Community Mediation Center provides community mediation services? In this geographic area who have been your key stakeholders with whom you have partnered to integrate the conflict prevention skills. Please discuss only those partners who submitted letters of partnership with your proposal submission. These partners may be for example the local human relations council, the ministerial association, the fairness organization, local colleges and universities with cultural or gender studies departments, local organizations with a focus to assist in creating a more culturally-inclusive community, or neighborhood associations that serve as a direct link to municipal governments. Detail how each partner has helped the Center with two or more of the following: 1) develop and sustain your present efforts regarding navigating cultural differences; 2) define the community needs and places of impact; 3) provide training and support for your volunteers, staff and board on issues of cultural competency and cultural intuitiveness; 4) forged an alliance to create a referral and support network. Each letter of partnership should address at least 2 of these 4 factors as well. (up to 2 pages) (15 points)
2. Describe your organization's experiences with successfully developing new or previously untapped service for the mutual long term benefit of the community and the Community Mediation Center. Describe the process used to assure alignment with the Center's vision and to discover the needs of the community intended to be the focus of this service. Please make sure in your example that you note the data, program evaluation, evolving research and other factors that were used to guide your decision. Please also detail the Center's capacity to collect and synthesize relevant data to assess the impact of the program on the client, the organization, and the community at large. (Ex. # of cases identified, increased attendance at meetings/events, # referrals, # of individuals trained). (up to 2 pages) (10 points)
3. Describe your **Community Mediation Center's** definition of success within your community in furtherance of its vision. List your archival and research data sources that outline the mediation needs in the community, similar services already provided by others and best practices in working in collaboration with others navigating cultural differences. From your sustainability plan (if you do not have a sustainability plan, refer to any document or process used to guide your Community Mediation Center's decision making and include that document in your proposal submission) please highlight your measures for successful impact within the community and the process used by your Community Mediation Center to report short term and intermediate impacts. (up to 1 page) (5 points)
4. Leadership effectively manages resources and embeds individual agency efforts into the fabric of a services offered in the community. As part of this management and embedding, communication strategies are used to secure and maintain public support. How has your Center developed and implemented communication strategies for your program staff and volunteers to communicate the need for your services to the public through both formal and informal means that includes political relationships and/or alliances within state or local government about navigating cultural differences? Please also list any financial or in-kind support you presently receive or anticipate receiving, to strengthen or expand your services that address navigating cultural differences. If you do not receive any financial or in-kind support how would you shape your communication strategies so that you may begin to garner that support? Include in your response your plan for the Community Mediation Center to obtain initial, short-term and long-term resource (including in-kind support such as personnel, space, and media) and where the Community Mediation Center will seek this additional support. (up to 2 page) (10 points)

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### Program Leadership and Support -20 points- 4 pages

1. Please complete the following budget table and include in your proposal. The table is a snapshot of how the Community Mediation Center plans to allocate the 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 and the particular item or items those funds will purchase (for staff or contractors the item would be time). **Personnel costs** are always the largest line item. The indirect cost, if any, cannot exceed 10% of the total budget (\$1,200.00). (up to 1 page) (5 points)

**Budget Table**

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. Please complete the following participatory table and include in your proposal. The table is a snapshot of how the Community Mediation Center will be able to support and integrate the work of the Mini-Grant. Briefly describe how **each line item** you completed in the table will support or impact your proposal. (up to 1 page) (5 points)

**Participatory Table**

Category	Response
Number of paid staff	
Number of volunteer mediators	
Number of mediations offered annually for the past five years	
Number of community-facilitated dialogues offered annually for the past five	
Number of mediation skills trainings offered annually for the past five years	
Number of community collaborative, councils, associations in which the Center has a formal seat that has as one focus for decision making navigating cultural discrimination, oppression, or marginalization	
Annual budget for mediation and mediation-related programming/training	
Total Organizational Budget	

3. Along with the attached staff resume and job description, organization chart and supervisor's resume and the completion of the budget and participatory tables please address how your chosen staff person or contractor is best suited to be a liaison between the NAFCM/JAMS Learning Community and your Community Mediation Center. Please include how the individual will relate with their supervisor, the Board of the Community Mediation Center and each of the partners who have written letters of partnership for your proposal. Describe how this person's identity will allow him or her to serve as a key contact and be a voice with community partners/stakeholders; include his or her years of mediation service, connection to the community, training in cultural competency and any experience with navigating cultural differences. (up to 2 pages) (10 points)