

**PARENT EDUCATION AND MEDIATION FUND**  
**2013-2014 APPLICATION**

**Contact Information:**

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Applicant:

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Street Address (City, County, State, Zip):

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Phone, Fax, Email:

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Tax ID #

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Primary Contact Person:

**Narrative:**

**(Please answer the following questions. If you think a question is not applicable to your application, indicate so by writing N/A in the answer space provided.)**

- 1. Describe your organization, its history and purpose.**
- 2. Describe the goals, planned activities, and a timetable for completion of the proposal.**
- 3. Describe how the proposed activities will further the goals of the Parenting Plan legislation.**
- 4. If this is an on-going project or program, describe the timetable for becoming financially self-sufficient? Specifically list any other grants or funding for which you have applied.**
- 5. Describe the geographical area to be served, the number of people to be assisted. List the source of this information.**
- 6. Describe existing or projected community involvement and support for the program/project.**
- 7. Identify other organizations or projects within the geographical service area that provide the same or similar service. Describe any collaboration with the organizations listed.**
- 8. Describe your efforts to obtain other funding for these proposed activities.**

9. Describe the potential impact to those you propose to serve if these grant funds are not made available.
10. Are you exempt from income taxation? \_\_\_\_\_ If not, describe your charitable, educational, or similarly related purpose.
11. Briefly describe any additional information that you think we should have.

**Attachments:**

1. One letter of support from each judge your project / program will be working with and the presiding judge for the county/district to be served
2. 2013-2014 PEMF Financial Budget Form. See attached.
3. List the members of your board of directors / governing entity and the member's profession.
4. If your organization is incorporated, attach if applicable:
  - a) copy of corporation charter
  - b) copy of IRS exemption letter.

***This application must be provided to the presiding judge by  
April 22, 2013.***

***The AOC must receive this application from the  
presiding judge or applicant (if there is no presiding judge) on or  
before May 7, 2013.***

The application and any questions should be addressed to:

Claudia M. Lewis  
Administrative Office of the Courts  
511 Union St., Suite 600  
Nashville, TN 37219  
(615)741-2687, ext. 1320  
Fax: (615) 741-6285  
[claudia.lewis@tncourts.gov](mailto:claudia.lewis@tncourts.gov)

Parent Education and Mediation Fund  
2013-2014 Financial Budget Form

Name of Applicant \_\_\_\_\_

Please provide your projected program / project budget for July 1, 2013 – June 30, 2014 as an attachment to your grant application.

**Personnel Costs**

Category	PEMF Grant Funds Requested	Amount from Other Funding Sources	Total Budget
Professional Staff (No. ____)			
Support Staff (No. ____)			
Other Staff			
Employee Benefits			

**Total Personnel Costs:** \_\_\_\_\_

**\*For all personnel costs please attach a detailed description of the personnel and their roles.**

**Non-Personnel Costs**

Category	PEMF Grant Funds Requested	Amount from Other Funding Sources	Total Budget
Space			
Utilities			
Equipment			
Office Supplies			
Telephone			
Program Travel			
Training			
Insurance			
Dues/Fees			
Other – itemize on separate sheet			

**Total Non-Personnel Costs:** \_\_\_\_\_

**Total Program Budget:** \_\_\_\_\_