



Quick Facts for Application for Grant Funding by State Appropriation Parent Education and Mediation Fund T.C.A. §36-6-413

Application Due: May 15, 2020

Webinar: April 27, 2020; 2:00 pm - 3:00 pm CST | Information will be updated on [AOC Website](#)

Required Materials Check List

- o Completed application submitted as PDF file via email to grants@tncourts.gov
- o FY 2020-2021 Completed Financial Budget Form (Attached);
- o List of the members of your board of directors/ governing entity, and each member's profession;
- o Applications must be signed by the presiding judge of the trial, general sessions, AND/OR juvenile court in the district in which the litigants will be assisted by the initiative;
- o Submission of letters of support from the judge(s) presiding over the court(s) in which the litigants will be assisted by the initiative;
- o If your organization is incorporated, attach: a) copy of corporation charter, and b) copy of IRS exemption letter.

Tips on Filling out Application

1. Use Adobe Acrobat Reader, or Adobe Acrobat DC to fill out the application form;
2. If you are unsure about what a certain field is asking for, please reach out to our team. If a certain field is not applicable to your organization, please use N/A.
3. For fields that you put more information than the space allows, the fields should scroll to allow more space than initially seen. We will still be able to collect that information.
4. Due to COVID-19 restrictions, it is acceptable to submit digital signatures for 1) signature of the presiding judge and 2) letters of support from the judge(s).

FAQ

Why does the application look different?

The Administrative Office of the Courts (AOC) has updated the application forms for the PEMF and VORP Grants. The reason for this is to gather information that is more comprehensive on our applicants in a more concise and consistent method. Previously, much of the information gathered to determine funding from applicants could be buried deep into long form responses. These changes allow the AOC to be more consistent and efficient in awarding funds to the accepted applicants.

Are the requirements for funding different from previous years?

No, the requirements for funding are remaining the same.

Are you asking for additional information?

Most of the information collected remains the same. The changes are on how we collect the information.

Can we print out the form and fill it in by hand?

We highly recommend that you use the PDF Form to fill in the application. If you are having technical issues in filling out this form please contact us.

Please Contact us at either grants@tncourts.gov or zachary.polen@tncourts.gov if you have any additional questions