



**Minnesota State Bar Association:  
Alternative Dispute Resolution Section  
2022-2023 Bar Term  
22-23 ADR GRANT APPLICATION**

**Deadline: November 10, 2022** (funds to be awarded January 2023)

**OVERVIEW:**

The MSBA ADR Section's mission is to advance and promote the fields of conflict management and dispute resolution; to promote diversity and inclusiveness in the field of ADR; to improve and elevate the practice and standards of ADR; and to educate practitioners, the bench, and the public regarding ADR in Minnesota.

Each year, the Section grants between \$2,500 and \$10,000 to nonprofit organizations to further the Section's mission.

An important part of the Section's mission is our principal Diversity, Equity, and Inclusion (DEI) goal of attracting, engaging, including, and developing members from backgrounds that are traditionally unrepresented and underrepresented in the ADR field and in the MSBA ADR Section. To implement our principal DEI goal, we strive to connect with underrepresented groups from both visible and invisible diverse communities; create welcoming environments to bring inclusion into practice; and embed diversity, equity, and inclusion into educational programming in the ADR field.

In alignment with our DEI goals, we encourage grant applications for projects and organizations addressing diversity, equity, and inclusion in ADR and community mediation work.

Additionally, in recognition of the barriers inherent in funding opportunities, the ADR Section invites applicants to consider applying either in writing OR through a Zoom Interview with the ADR Grant Committee.

We have also provided some links to organizations with resources to assist with grant writing.

- [MN Council of Nonprofits](#)
- [MN Council of Foundation Writing a Grant Proposal](#)
- [Grant Writing Professionals](#)
- [Propel for Nonprofits](#)

## INSTRUCTIONS FOR WRITTEN APPLICATIONS:

- Please type the answer to each question.
- Submit completed, signed grant application electronically in pdf form – see below.
- The entire application should be no more than **six (6) pages, including your answers (up to 5 pages) and the signature page at the end (1 page).**
- Only completed applications will be considered for funding.
- **The contact person for your organization needs to be available upon due notice to respond to any clarifying questions Council Members may have while grant applications are being considered.**
- Organizations selected to receive grant funding must complete and submit two reports during the life of their grant: **A mid-point report, due June 30, 2023, and a Final Report, due December 31, 2023.**
- *The report forms will be provided to you upon notice of your grant award.* Please note that by applying for funding, your organization is agreeing to submit these two reports if selected for funding.

### Submission:

- E-mail Completed & Signed Application to: Geen Mui, MSBA ADR Section Manager, at [GMui@mnbars.org](mailto:GMui@mnbars.org)
  - Subject E-mail line: *ADR Grant Application*
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## INSTRUCTIONS FOR ZOOM INTERVIEW APPLICATIONS:

- Please contact Geen Mui, MSBA ADR Section Manager, at [GMui@mnbars.org](mailto:GMui@mnbars.org) with your request for a Zoom Interview Application. Geen will help you schedule a Zoom Interview with the Grant Committee.
- You will still need to submit the signature page either electronically or by mail.
- The Grant Committee will talk through the questions in this application with you during your interview, so please be prepared to talk about your idea/program with the Committee.

## **2022 MSBA ADR GRANT APPLICATION**

Date: \_\_\_\_\_ Amount of Request: \$ \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address:

Phone:

Contact Person & Title:

E-mail Address:

### **APPLICATION SUMMARY:**

In one paragraph, please summarize your grant request (*emphasizing ADR activities that will take effect or be implemented in the grant year as a result of the grant*):

### **SPECIFIC QUESTIONS:**

- 1) Describe your organization and its major services/activities (*including geographic area of ADR services/activities*).
- 2) Describe the project for which funding is requested stating what is to be achieved in terms of measurable goals and objectives. Please include in this response:
  - a. Minimum grant amount necessary to proceed regarding requested services/activities.
  - b. Will grant amount support a continued or new program?
  - c. A proposed budget with line items for use of the grant.

- 3) Describe how your proposal/project specifically furthers the mission/goals of the MSBA Alternative Dispute Resolution (ADR) Section, including the Section's specific DEI goals as stated above.**
- 4) List the plan and time schedule established to accomplish the goals and objectives stated in No. 2. The plan and time schedule must include regular reports and a timely submission of the final report to the Section Council showing progress and achievement of benchmark and final objectives and goals. Strict compliance with these reporting requirements shall be a condition precedent to consideration of future Section grants.**
- 5) If you have applied to other sources for funding for this project, list those sources and amounts of requests. Indicate with an asterisk (\*) those sources from which commitments have been received.**
- 6) Describe future funding plans if this is to be an ongoing project.**
- 7) Please list any grants previously received from the ADR Section or Minnesota State Bar Foundation, giving dates when funding was received and amount(s).**
- 8) Please list all private and public funding sources and grants in excess of \$5,000.00 for the past two (2) years.**

The grant application **MUST BE SIGNED** by an officer OR executive of the applicant organization.

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**Signature and Printed Name  
(Officer/Executive)**

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**Official Title**

All organizations cited herein as co-sponsors or participants of this grant request must sign to indicate their awareness of this proposal and willingness to participate in the activities described herein.

_____ Name	_____ Title	_____ Organization	_____ Date
_____ Name	_____ Title	_____ Organization	_____ Date
_____ Name	_____ Title	_____ Organization	_____ Date
_____ Name	_____ Title	_____ Organization	_____ Date
_____ Name	_____ Title	_____ Organization	_____ Date
_____ Name	_____ Title	_____ Organization	_____ Date

*Revised 2022*