

# APPLY FOR A GRANT

## TO START OR EXPAND YOUR SPECIALTY COURT

### *What is a specialty court?*

Specialty Courts are problem-solving courts or dockets designed to address the root causes of criminal behavior by coordinating efforts of the judiciary and many stakeholders. Together, they maintain a critical balance of authority, supervision, support, and encouragement. For example, a mental health court links offenders who would typically be sentenced to jail or prison with long-term treatment, which can include mental health assessments, individualized treatment plans, and judicial monitoring through check-ins.

### *How much funding is available?*

The minimum amount you can ask for is \$10,000 and there is no maximum.

### *When do I have to apply?*

Applications will open in December 2023 and close in February 2024. The application will take time to fill out, so start early. These five steps should keep you on track!

## TO GET STARTED...

1

Visit the Office of the Governor's [eGrants site](#) and look for the "Specialty Courts Program" Announcement.

2

Read the announcement and answer these questions:

- Is my court program eligible? (A county government affiliated with a specialty court authorized under Chapters 121 through 130 of the Texas Government Code can apply.)
- What level of funding am I hoping to receive? (Minimum: \$10,000, Maximum: none)
- Does my court program meet all of the requirements in Texas Government Code, Section 121.002?
  - Written notice of the program
  - Any resolution or other official declaration under which the program was established
  - A copy of the applicable community justice plan that incorporates duties related to supervision that will be required under the program.
- Have I completed the BeST Assessment (Best Practices Self-Assessment Tool) within the last two years? In order to access the BeST Assessment, please contact the SCRC Project Manager at [agregory@shsu.edu](mailto:agregory@shsu.edu).
- Which judge will run our court?
- Have I read and do I understand the instructions about what must be included in my Specialty Court Program Narrative?

3 Register for an eGrants Account, if you have not already, and create an application. [This document from the Governor's office](#) walks you through the process, step by step.

- Information to have on hand:
  - Agency Tax ID #
  - Grant ID # (if applying for continuation of funding)
  - Active SAM registration (federal System for Award Management) and your agency's UEI ([Unique Entity ID](#))
  - Identify the three individuals that will serve as the Authorized Official, Financial Officer, and Project Director
  - Start and end date of my project (1st of the month, last of the month)
  - A copy of a banking document (direct deposit, Texas payee ID, or W9)
  - A breakdown of your budget (what funds will be used for)

4 When filling out the "Narrative" tab, reference the Specialty Court Resource Center (SCRC) & National Drug Court Resource Center (NDCRC)'s grant writing checklist. [This checklist](#) is specific to the request for proposals sent out by the Criminal Justice Division, Office of The Governor. SCRC and NDCRC also created a [webinar](#) to provide similar information.

- Elements of the project narrative include:
  - Project Abstract
  - Problem Statement
  - Supporting Data
  - Project Approach & Activities
  - Capacity & Capabilities
  - Performance Management
  - Target Group
  - Evidence-Based Practices

5 Submit and certify your application!

### ***Need assistance?***

***Contact the eGrants help desk at 512-463-1919  
or [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov)***