

# Florida Circuit Judges Conference Education Program Funding Proposal

Please complete and submit electronically or by mail to: CTJULM1@OCNJCC.ORG

## I. General Information

- A. General Program Title: (For purposes of this application process, how should we refer to this program? \_\_\_\_\_
- B. Sponsoring Organization, if any: \_\_\_\_\_
- C. Contact Information:

Contact #1 Name:	Contact #2 Name:
Position:	Position:
eMail:	eMail:
Phone:	Phone:
Address:	Address:

- D. Is the course designed primarily for court personnel other than judges? Yes \_\_\_ No \_\_\_
- E. Is the course designed for group or individual training? \_\_\_\_\_
- F. Does the course target any of the below topics?
- \_\_\_ Continuing Legal Education                      \_\_\_ Ethics
- \_\_\_ Professional Conduct                              \_\_\_ Employment Relationships
- \_\_\_ Communication/Interpersonal Skills              \_\_\_ Efficiency/Time Management
- \_\_\_ Other: \_\_\_\_\_

G. Has your group developed educational programming for this target audience in the past? If so, please describe past programs briefly below (Dates, Locations, Faculty, Course Topics, and Participants):

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H. If your group has developed educational programming for this target audience in the past, how did your group evaluate the success/effectiveness of your education programs?

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## II. About the Proposed Program

- A. Program Title: \_\_\_\_\_
- B. Program Length: \_\_\_\_\_
- C. Proposed Program Format: \_\_\_\_\_
- D. Approximate Date of Program: \_\_\_\_\_
- E. Location (if known or possible locations): \_\_\_\_\_  
\_\_\_\_\_
- F. Proposed Program must be attached to this application. \_\_\_\_\_

## III. About Your Audience

- A. Projected number of participants: \_\_\_\_\_
- B. Course Participants: Check each court personnel group included in your target audience.
- \_\_\_ General Magistrates/Hearing Officers
  - \_\_\_ General Counsel/Staff Attorney
  - \_\_\_ Case Managers
  - \_\_\_ Family Court Staff
  - \_\_\_ Administrative Service Personnel
  - \_\_\_ Judicial Assistants
  - \_\_\_ Mediators
  - \_\_\_ Interpreters
  - \_\_\_ Public Information Officers

What portion, if any, of the target audience consists of county or municipal or federal or grand-funded employees versus state-funded employees. (e.g. 30% or 3 out of 10 participants) \_\_\_\_\_

If judges are also part of the target audience, please state what portion of the audience will be judges (e.g., 30% or 3 out of 10 participants): \_\_\_\_\_

C. Location of target audience: (i.e. statewide, regional, trial courts, appellate courts, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Contact/Marketing Plan for notifying the target audience about the program:  
\_\_\_\_\_  
\_\_\_\_\_

### **IV. Program Planning**

Please complete a Curriculum Development Form (CDR) for each course, session, or track included in the proposed program. Additional information to assist you in course planning and completing the curriculum development pages is available through Court Education. Upon completion, please attach to this application.

### **V. Evaluation**

How does your group intend to evaluate the success/effectiveness of your proposed education program?

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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

## VI. Requested Assistance

Please indicate which of the following you are requesting:

A. Funding assistance - Expenses to be funded (projected amounts):

- Course materials to be used for the program: \_\_\_\_\_
- Faculty Honoraria (a single amount paid to a faculty member for providing all services, not based on travel expenses or other itemized expenses). Please list all faculty members receiving honoraria individually below, with each honorarium amount: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If previous funding has been provided, please identify by whom and the basis for funding being denied/discontinued: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Travel Expenses

- Faculty travel expense. Please list all faculty members who will be requesting reimbursement for travel expenses and the amounts you are requesting for each:
  - Participant travel expense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If you are requesting funding for participant travel, how will participants be selected for funding? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other expenses. Please be specific, do not use "miscellaneous": \_\_\_\_\_  
\_\_\_\_\_

C. Staffing:  
Course planning: \_\_\_\_\_  
Faculty preparation: \_\_\_\_\_  
Site selection: \_\_\_\_\_  
Materials production/posting: \_\_\_\_\_  
Other: \_\_\_\_\_

D. Facilities and technical: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other funding sources, if any, are available for the proposed program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL AMOUNT REQUESTED FROM THE FCCJ:** \_\_\_\_\_

**VII. Other Comments or Information for Consideration (if any):**  
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