

The Ontario Justice Education Network/Law Foundation of Ontario

# Mock Trial Fund

2016-17 School Year

Application Guide



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## 1. Overview of the OJEN/LFO Mock Trial Fund

The Mock Trial Fund was established in 2008 by the Ontario Justice Education Network (OJEN) and the Law Foundation of Ontario (LFO) to provide financial support to high school mock trial programs across Ontario. Each year, \$15,000 is available to be granted across the province. OJEN also develops and updates mock trial case scenarios and supporting materials, and OJEN staff are available to provide advice and guidance on starting and running a mock trial program.

## 2. Application Process

### a) Timelines

**Application deadline: Monday, January 9<sup>th</sup>, 2017**

- Following receipt of your application, we may have follow-up questions to help us make a final decision on your application.

**Grant decisions made: January 30<sup>th</sup>, 2017.**

- Applicants will be informed of a decision by email on January 30<sup>th</sup>, with a grant letter and cheque to follow in the mail for successful applicants.

### b) Filling out the Application

The application form requires you to identify one person as the “applicant” and provide their contact information. That person must be willing and able to administer granted funds, and will become OJEN’s point of contact, should your application be successful. All fields on the application form are mandatory and we are unable to consider incomplete applications.

Please fill out the application form as a Word document. You may then save and return it by email to [mocktrialfund@ojen.ca](mailto:mocktrialfund@ojen.ca).

### c) Future Years

In future years, the application process will take place earlier in the school year. Expect next year’s application to be available in September and due in October of 2017.

### 3. Program Criteria

#### a) Basic Criteria

All programs seeking a Mock Trial Fund grant must meet the following basic criteria:

1. Be designed for Ontario secondary school students (or youth of equivalent age)
2. Include justice sector volunteers
3. Promote inclusive access to justice education
4. Demonstrate financial need
5. Take place during the 2016-17 school year
6. Programs should include students from at least four schools (or community organizations)
  - Exceptions may be made where appropriate (e.g., rural and remote areas where geographic distance will be a factor).
  - This criteria will be analysed based on a program's grant report for the previous year and reasonable forecasts for this year's program.

#### b) Additional Guidelines

Beyond the basic criteria, the following will be important guiding factors in our funding decisions, with due regard to the circumstances of each case:

1. Registration fees are discouraged in the interest of ensuring fair access for all youth. Schools are typically required to fund substitute teacher and transportation costs, but registration fees often fall to the students. These fees can act as a deterrent to new participants becoming involved. OJEN has found that many mock trial programs across the province are able to operate free of registration fees by seeking sponsorship and donations from their local legal communities. If you are interested in learning more about this, please feel free to contact the OJEN office.
2. To ensure an equitable provision of funds across the province, grants will not generally be made to new programs in the same geographic area as existing programs serving the same potential audience.
3. Programs should take reasonable steps to ensure that all schools in their geographic area are made aware of their program and have an equal chance to register and participate (although we recognize that limited space and resources may require caps

be placed on the number of participating schools and students). OJEN can facilitate communication to teachers in publicly-funded schools through contacts at school boards. Exceptions to this guideline a (e.g. a program only open to First Nations schools, ESL students, etc.) are possible, depending on the circumstances.

4. Programs can be competitive or non-competitive, participatory (e.g. students play the roles of lawyers and witnesses) or demonstrative (e.g. students observe justice sector volunteers demonstrating a trial process).

## 4. Funding Criteria

### a) Funded and Non-Funded Expenses

Only certain expenses are eligible for funding by the Mock Trial Fund:

FUNDED	NON-FUNDED
Catering/refreshments	Supply teacher costs
Required equipment and location rentals	Gifts or compensation for volunteers or staff
Printing/photocopying admin expenses under \$100	Janitorial costs for schools
Student awards and prizes	Monetary awards/bursaries
Some carry-over deficits (depending on how the deficit was accrued)	School buses or transportation

The aim of the Mock Trial Fund is to support programs with the basic and essential costs of running a mock trial program or event. Primarily, these are refreshments for participants and volunteers, and reasonably-priced awards for student participants. Monetary awards, bursaries, and any gifts for volunteers are not funded because they are not considered to be core needs of a successful program. School buses, transportation and janitorial costs are considered items that schools and school boards can contribute toward these programs.

Underlying these criteria is the fact that the number of programs seeking Mock Trial Fund support has grown exponentially in recent years, while the funding available in the Mock Trial Fund remains fixed. Therefore, Mock Trial Fund grants need to be limited to the core costs of all mock trial programs.

### b) New Funding Formula

Determining the appropriate grant amount for each applicant mock trial program is not an exact science, as we take a number of factors into consideration. However, in the interest of ensuring reasonably equitable and rational allocation of our limited resources, we consider the following formula when assessing grant applications:

**Starting point: \$6.50 per student participant + 1 teacher per school (based on an assessment from last year’s report, where applicable, and this year’s application)**

The base amount of \$6.50 per student is based on researched and reported average costs of providing a simple meal, snacks and awards for student participants.

Depending on the number of applications received in a given year, the amount granted per student may be less than \$6.50.

Grant amounts will be based upon the number of students anticipated at this year's event, but significant increases in projections from one year to the next should be clearly explained by the applicant. (For example, if you anticipate eight schools this year and last year had four, why do you expect such an increase?)

Additionally, financial need and potential other sources of funding will continue to be taken into account when making decisions on grant amounts.

### **c) Accounting for Funded and Non-Funded Expenses**

Due to the increased demand for Mock Trial Fund resources across the province, we are introducing a new protocol for reporting expenses that are not eligible for funding under the Mock Trial Fund. This protocol is aimed at ensuring that Mock Trial Fund resources are only used to fund the core expenses of a mock trial program.

The updated application form contains a budget with two sections: one for expenses which are "funded" and another for "non-funded" expenses (see above chart). In order to be eligible for a Mock Trial Fund grant, applicants will need to show that non-funded expenses are paid for by sponsors or by in-kind contributions. In other words, Mock Trial Fund money cannot be "mixed" with other funds which are used to pay for expenses the Mock Trial Fund does not cover as a core expense.

*For example, it is permissible for a mock trial program to offer bursaries or cash awards to students, if that money is paid for by a sponsoring firm, law association, etc.*

The core mock trial program costs – food, awards for students, limited administrative costs – should be approached as being paid for out of a general "envelope". Into that envelope will go Mock Trial Fund grants and any other funds raised for these core expenses.

Requiring Mock Trial Fund recipients to keep non-funded expenses separate from core funded expenses allows us to continue funding the core elements of some mock trial programs which may have substantial expenses that the Mock Trial Fund is not meant to cover. Many such tournaments already have all or the majority of such "extras" sponsored or donated and we would like to encourage everyone to follow this best practice.

## 5. Contact for Questions

Please send an email to [mocktrialfund@ojen.ca](mailto:mocktrialfund@ojen.ca)