

**Grant Application Instructions  
FY 2027**

**COURT OF CRIMINAL APPEALS OF TEXAS  
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM**

**APPLICATION FOR GRANT FUNDING**

**FY 2027 INSTRUCTIONS**

**Changes to FY 2027 Application are Highlighted Yellow**

**I. General Instructions**

The grant application forms were created by the Judicial Education Section of the Court of Criminal Appeals to meet its needs for the review and approval of grant applications. Formats, where provided, have been standardized and must always be adhered to. The instructions provided here are intended to guide you through the steps of the application preparation.

Use only the files and forms provided by the Court for the FY 2027 application. Make sure the grantee name and grant year appear at the top of each page. Enter information only in the white portions of the grant application. Some sheets may require additional rows, in which case grantees may add any number of rows needed to accurately complete the information. Grantees are responsible for entering mathematical formulas as needed in the white portions of the application and ensuring the integrity of the calculations. Please leave the original formatting intact as much as possible, including borders and headings.

The grant application process is a draft and revision process. It may take several submissions before a version is acceptable for review and approval by the Court. When your application is ready for submission, you should send the completed application and all related documentation to the Judicial Education Office at [Judicial.education@txcourts.gov](mailto:Judicial.education@txcourts.gov).

Applications for FY 2026 grant funding are due **Wednesday, July 1, 2026, by 5:00 pm CST**, unless otherwise instructed by the Court.

**II. Proposed Budget**

**A. Instructions for All Required Sheets**

- 1. Cover Page** – Application for Grant Funding form which includes the base amount of funding for the fiscal year plus the following estimates: program income, and unexpended program income and unexpended grant funds to be carried over into the fiscal year. This submission will be your total estimated funding for the fiscal year requested. This form must be signed & submitted on the original form of the Excel file. A PDF copy is not acceptable.
- 2. Forms** – To create your Schedule of Planned Courses, click on the Courses & Budgets button. This will open a User form that looks like the screenshot below.

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Each of the different tabs will create the course list along with each section of the budget.

- **Direct Participant Training - Participant Meals** – The current maximum allowable rate for participant meals is the current GSA per day rate as approved by the Texas Comptroller except for Appellate, District, and Statutory County Judges who are allowed actual and necessary rates up to twice the GSA domestic maximum per diem rates. In each field enter the estimated costs, rates, and formulas as needed by seminar. Grantees are permitted and encouraged to be more restrictive than GSA rates.
- **Direct Participant Training - Participant Lodging** – The maximum rate for participant lodging is limited to rates provided by the U.S General Services Administration as permitted by the Texas Comptroller of Public Accounts (the rates are exclusive of taxes), except for Appellate, District, and Statutory County Judges who are allowed actual and necessary rates up to a maximum of twice General Services Administration rates. In each field enter the estimated costs, rates, and formulas as needed by seminar.
- **Direct Participant Training - Participant Travel** – In each field enter the estimated costs, rates, and formulas as needed by seminar.
- **Direct Participant Training - Participant Other** – The maximum mileage rate is the current GSA rate as approved by the Texas Comptroller. Enter descriptions of the estimated costs, including rates and costs per unit as necessary, by seminar. The term "Other" includes costs such as phone, fax, and copying. Grantees are permitted and encouraged to be more restrictive than GSA rates.
- **Direct Participant Training - Faculty Meals** – The current maximum allowable rate for faculty meals is the current GSA per day rate as approved by the Texas Comptroller. Faculty are allowed actual and necessary rates up to twice the GSA domestic maximum per diem rates. In each field enter the estimated costs, rates, and formulas for each seminar.
- **Direct Participant Training - Faculty Lodging** – Faculty are allowed actual and necessary rates up to a maximum of twice the rates provided by the U.S General Services Administration as permitted by the Texas Comptroller of Public Accounts (the rates are exclusive of taxes). In each field enter the estimated costs, rates, and formulas for each seminar.
- **Direct Participant Training - Faculty Travel** – The maximum mileage rate is the current GSA rate as approved by the Texas Comptroller. Grantees are permitted and encouraged to be more restrictive than GSA rates.

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- **Direct Participant Training - Faculty Presentation Fees** – For each seminar enter the estimated presentation (*speaker*) fees.
- **Direct Participant Training - Faculty Other** – Enter descriptions of the estimated costs, including rates and costs per unit as necessary, by seminar. The term "Other" includes costs such as phone, fax, and copying. Include travel dates and seminar titles.
- **Seminar Breaks** – Enter seminar title, date, and estimated cost of morning and afternoon breaks. Breaks are limited to two per day, one in the morning and one in the afternoon. Also, breaks may not exceed \$15.00 per person per day.
- **Conference Room Rentals, A/V Equip. Rental Course Materials, Publications, Video production, State Bar Certification Fees** – Enter appropriate descriptions for each cost. If the costs are attributable to seminars, enter the seminar title. Include a breakdown of costs where appropriate. For example, if you estimate printing costs for a seminar are based on an estimated 600 participants receiving copies of a handout at \$8.00 per copy for a total of \$4,800, include that information on the schedule. Add rows as needed.

Budget Form

Courses & DPT Budget | Operating Expenses | Salaries | Admin Travel | Capital Outlay | Cash Draws | Training Sponsored by Others

## COURSE & DPT BUDGET

Event Number		Event Title	
Event Description		Event Location	
Start Date		End Date	
Participant Type	<input type="text"/>	# of Participants	
Number of Faculty		Number of Staff	
Estimated # of Hours		Number of Days for Meals	
Number of Days for Breaks		Number of Days for Lodging	
Faculty Driving		Faculty RT Mileage	
Staff Driving		Staff RT Mileage	
Participants Driving		Participant RT Mileage	
Staff Flying		Faculty Flying	
Participants Flying		Airfare \$	
Lodging Rate		Tax Rate	
Parking Rate		Breaks Rate	
Meal Rate		Room Rental	
A/V Equipment		Printing	
Productions/Publications		Supplies	
State Bar Certification		Shipping/Freight	
Presentation Fees		Estimated Program Income	

ADDITIONAL PARTICIPANT TYPE

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3. **Schedule of Planned Courses & DPT Budget** – For each course planned, please submit a new entry. If there are multiple participant types, please click the “Additional Participant Type” check box and choose the course from the dropdown list and click edit. This will populate all the information from the original entry and delete and disable the information that is not needed. The figures entered on this first tab will create the course schedule as well as the Direct Participant Training Budget.
  
4. **Operating Expenses** – On this form under Allocation Methodology, you will enter what the expense is for. Please provide a detailed explanation, especially if the expense is being split between different funds. The total expense box is the total amount expected for the full fiscal year. The Grant Expense is the amount you expect the grant to cover for the full fiscal year.

Courses & DPT Budget   <b>Operating Expenses</b>   Salaries   Admin Travel   Capital Outlay   Cash Draws   Training Sponsored by Others			
<b>OPERATING EXPENSES</b>			
Expense Account	Allocation Methodology	Total Expense	Grant Expense
405 - Office Rent			
410 - Telephone			
413 - Utilities			
415 - Postage			
420 - Freight/Delivery			
425 - Office Supplies			
430 - Printing Services			
435 - Computer Supplies			
440 - Equipment Rental			
445 - Equipment R&M			
450-Equipment Supplies			
455 - Insurance			
460 - Prof. Development			
465 - Newsletters			
470 - Registration Fees			
475 - Professional Fees			
480 - Temp. Support			
490 - Subscriptions			
495 - Other			

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5. **Salaries** – This tab is straightforward. Please enter the two percentages as whole numbers. The form will convert those to percentages on the Salaries and Fringe tab. The bullet points below are automatically populated based on the values you enter on the Salaries tab of the User form and figures entered on the Data tab in Columns P-U, an Y. The fields are highlighted in green that need to be entered.

SALARIES			
TITLE		EMPLOYEE NAME	
TOTAL SALARY - ALL FUNDS		GRANT SALARY CAP	
% OF TIME SPENT ON GRANT		EMPLOYEE START DATE	
RETIREMENT %		MONTHLY INSURANCE PREMIUM	
EMPLOYEE ONLY PREMIUM			

SUBMIT EDIT Row #  DELETE

- **OASI** – No data entry necessary. These fields will populate with data from other sheets.
- **Retirement Schedule** – Employees are now eligible for the retirement benefit on their first day of employment. The retirement rate may not exceed 9.50%. The default retirement base for each position is salaries plus longevity.
- **Health Insurance** – **The current period of eligibility is after 60 days, FY 17 and forward, until the state changes it.** Under the column heading “Coverage” enter the coverage type for each employee, e.g., employee only, employee + one dependent, or employee + family. Enter the total monthly insurance premium and employee-only amount for each employee.  
**Note:** Insurance premiums *cannot* include dental or life insurance coverage. The remainder of the fields are automatically calculated.
- **Longevity** – The Court allows longevity pay for full time employees of up to \$20 per month for each 2 years of service. The maximum amount is set at \$420 per month. Grantees may elect to not pay for longevity in which case the white cells should be left blank. Otherwise, enter the length of service (e.g., 5 yrs. 8 mos.) at 9/1/23 and the monthly dollar amount for each employee who

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qualifies for longevity. In the event an employee's longevity is to increase during the year an additional row should be added to reflect the change. For example, say an employee's length of service is 5 years, 8 months on 9/1/23. They would be eligible for \$40 per month for 4 months (*Sept.-Dec.*) and \$60 per month for 8 months (*Jan.-Aug.*). The schedule will require two rows of information for that employee, one row for the \$40 rate, and another for the \$60 rate.

- **State Unemployment Insurance (SUI)** – Enter the rate assigned by the state. The minimum rate assigned by the state is .29% which would be entered as .0029. Excel converts the number to a percentage automatically.
  - **Federal Unemployment Insurance (FUTA)** – Enter the federal rate required. The maximum rate is 6.0%, on salaries up to \$7,000 but may be reduced by the rate paid for Texas State Unemployment up to 5.4%. Note: 501(c)(3) grantees are exempt from FUTA and should leave the white area blank.
  - **Worker's Compensation** – This schedule is a little more involved because not all providers of worker's compensation insurance base their premiums on employee specific risks. Instead, most are determined by classes or categories of employee positions, in which case all that needs to be entered is the estimated total worker's compensation premium for the entire staff in the yellow-colored field. Excel will automatically calculate the grant percentage based on the percentage of grant salaries over total salaries. However, grantees may enter employee by employee salaries, premium basis, and rates assigned by the provider.
6. **Administrative Travel** – This sheet will be similar to the Courses and DPT Budget tab, but for Board, Committee, and Staff. This will be used for meetings such as board or committee meetings. This is separate from the CLE courses and will calculate differently.

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Admin Travel					
MEETING NUMBER		EVENT TITLE		EVENT DESCRIPTION	
START DATE		END DATE		MEETING LOCATION	
IN-STATE BOARD PARTICIPANTS		IN-STATE COMMITTEE PARTICIPANTS		IN-STATE STAFF PARTICIPANTS	
OUT-OF-STATE BOARD PARTICIPANTS		OUT-OF-STATE COMMITTEE PARTICIPANTS		OUT-OF-STATE STAFF PARTICIPANTS	
IN-STATE BOARD - DRIVING		IN-STATE COMMITTEE - DRIVING		IN-STATE STAFF - DRIVING	
IN-STATE BOARD - FLYING		IN-STATE COMMITTEE - FLYING		IN-STATE STAFF - FLYING	
OUT-OF-STATE BOARD - DRIVING		OUT-OF-STATE COMMITTEE - DRIVING		OUT-OF-STATE STAFF - DRIVING	
OUT-OF-STATE BOARD - FLYING		OUT-OF-STATE COMMITTEE - FLYING		OUT-OF-STATE STAFF - FLYING	
IN-STATE BOARD - RT MILES		IN-STATE COMMITTEE - RT MILES		IN-STATE STAFF - RT MILES	
OUT-OF-STATE BOARD - RT MILES		OUT-OF-STATE COMMITTEE - RT MILES		OUT-OF-STATE STAFF - RT MILES	
LODGING RATE		TAX RATE		MEALS RATE	
BREAKS RATE		AIRFARE \$		PARKING RATE \$	
A/V EQUIPMENT		PRINTING		ROOM RENTAL	
PURCHASED PUBLICATIONS		SHIPPING/FREIGHT		SUPPLIES	

- Travel - Staff, Board, and Committee - Lodging** – The maximum rate for lodging is limited to rates provided by the U.S General Services Administration as permitted by the Texas Comptroller of Public Accounts (*except for the Texas Center for the Judiciary, Inc.*). The rates are exclusive of taxes. In each field enter the estimated costs, rates, and formulas as needed.
  - Travel - Staff, Board, and Committee - Transportation** – The maximum mileage rate is the current GSA rate as approved by the Texas Comptroller. Grantees are permitted and encouraged to be more restrictive than GSA rates. In each field enter the estimated costs, rates, and formulas as needed.
  - Travel - Staff, Board, and Committee - Other** – Enter descriptions of the estimated costs including rates and costs per unit, as necessary. Examples of such costs are phone, fax, copying, registration fees, and the cost of breaks for board and committee meetings. Include travel dates and events where applicable.
7. **Cash Draws** – This form will create the schedule of your anticipated cash needs for full fiscal year. Please create a new entry for each of your anticipated cash draws.

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Courses & DPT Budget | Operating Expenses | Salaries | Admin Travel | Capital Outlay | **Cash Draws** | Training Sponsored by Others

## Cash Draws

Month	
Year	
Fund	
Amount	

Submit
Edit

8. **Capital Outlay** – Capital items are defined as non-expendable property having a unit cost of \$1,000 or more and a useful life of 1 year or more. Enter a detailed description of each estimated capital acquisition. Unit costs must be provided. For example, the following would be an acceptable entry- *“ten (10) computer workstations including monitor, processor, speakers, keyboard, and mouse, at \$1,825 each for a total of \$18,250 to be purchased from Dell Computer.”*

Courses & DPT Budget | Operating Expenses | Salaries | Admin Travel | **Capital Outlay** | Cash Draws | Training Sponsored by Others

## Capital Outlay

Description of Estimated Costs	Equipment	Furniture	Computer Hardware	Computer Software	Library	Training Videos

Submit
Edit
Row #

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9. Please complete all tabs that are applicable to your organization.

- **File Names**

The same file naming rule applies to all grantees. File names may not contain any other characters, symbols, numbers, or letters. The date at the end of the file name designates the version of the file being submitted. **[Grantee Acronym] [Grant Program] [FY Grant Year] [Date Submitted]**. For example, the following would be a valid file name: **TMCEC Grant FY 2027 07-01-2026**.

- **Budget-related Attachments (Required)**

1. **Allocation Methodology** – A detailed explanation of the methodology used to allocate the budget across all funding sources. Please include a breakdown as well as a written explanation. For example, 75% CDLP and 20% Innocence and 5% Mental Health.
2. **Independent Audit Report** – Include a copy of the independent audit report for the most recent fiscal year closed, **OR** a written explanation as to the status of the independent audit and the expected date of receipt.

For those Grantees whose Audits are in process during the Grant Application period, an Audit status letter with an estimated date of completion from the CPA firm performing the audit will be accepted.

**Your application may not be approved, and funds may be delayed without the Audit.**

3. **Internal Control System Over FDIC Limits** – A narrative description of the grantee’s internal system for ensuring grant funds on deposit do not exceed the current FDIC maximum insured limit, and copies of any agreements with financial institutions relating to such protection including arrangements for sweep accounts.

### III. Other Required Submissions

a. **Cover Letter** – Provide the Cover Letter file in Microsoft Word format. A one-page summary that includes your organization, funding programs/sources you are requesting from, and the amounts you are requesting. This is a quick “elevator pitch” that summarizes your application in a succinct manner. The Cover Page is not in lieu of the required program narrative.

b. **Program Narrative** – The Program Narrative file, in Microsoft Word format, describes the background and mission of the applicant, and the goals and

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objectives of programming.

The focus of the Narrative should be the overall programmatic objective rather than on specific, operational objectives. In 1,500 words or less, the narrative is required to contain the following sections:

- Organization Summary and History
  - Provide a brief history, the mission, and summarize the overall operational values of your organization.
- Project Summary
  - Summarize the program(s) in which you are applying for and their amounts. This section should be most of the document.
- Project KPI Set by the Court – Provide how you anticipate adhering to the following KPI set by the Court, and how you intend to evaluate these practices during the fiscal year. If you cannot meet these KPI, please provide the reasoning in the narrative.
  - DPT Actual vs Budgeted Ratio
    - For FY 2027, the Court is requesting grantees to spend at least 85% of the budgeted amounts for DPT to minimize Unexpended Balances (UB)
- Project Goals Set by the Grantee
  - Provide at least **two** objectifiable goals your organization plans to complete during the fiscal year and how you plan to evaluate the completion of these goals at the end of the year. Examples of these goals include, but are not limited to participant count totals, training hour totals, content specific goals, and internal process goals. Explain why these goals are important and how you intend to evaluate these goals during the fiscal year.

Do not include any special requests or exceptions to the grant conditions in the program narrative. They will need to be provided with a separate attachment of the application.

- c. **Anticipated Special Requests, Grant Adjustments, or Condition Exceptions** – Provide a list and explanation of any anticipated requests or condition exceptions that need prior approval from the Court. This includes any requests that were approved in previous fiscal years. Grantees are still allowed to submit additional requests during the year, as permitted by grant conditions.
- d. **Curriculum Plan** – The purpose of the Curriculum file is to gather courses for the fiscal year that are supported with grant funding. Please do not modify the categories provided. Enter ALL grant funded courses planned for the fiscal year in chronological order. Provide descriptions of significant detail of the subject matter to be covered in each course.
  - i. Upon commencement of the fiscal grant year, the Court must be notified of all programming changes (e.g., date, time, location, etc.). These changes must be made in the Schedule of Planned Courses tab of the budget file and submitted via e-mail to the Court.

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- ii. The Court must also receive a revised curriculum file and a short narrative describing the revision. In certain circumstances, a grant adjustment request is required. Please refer to the current grant conditions.
- e. **Position Descriptions** – The Position Descriptions file, in both Microsoft Word and PDF formats, includes a description of each staff to be funded by the grant.
- f. **Certification of Authorized Officials** – Enter the required name, title, address, and phone number for each official, and have each official sign the form. Make sure the grantee name and grant title appear at the top of the page. The certification language is not subject to alterations and should not be modified in any way. This form is due with your first submission of the grant application for the grant year.
- g. **Conflict of Interest Disclosure Form** – All organizations applying for a grant from the Texas Court of Criminal Appeals must complete this form. It is the applicant’s obligation to disclose all conflicts of interest. It is also the applicant’s obligation to immediately file an amended form with the Court whenever an actual or potential conflict of interest arises. Failure to disclose a conflict of interest may result in corrective action including canceling or reducing the grant funds by an appropriate amount as determined by the Court. By completing this form, the applicant certifies that it has fully disclosed all actual and potential conflicts of interest or that no actual or potential conflicts of interest exist.
- h. **Third-Party Contracts Form** – For all third-party contracts that will be binding on the applicant in the fiscal year for which funding is requested, enter the third party’s name, date the contract was executed or will be executed, amount, type (including reoccurring and ongoing agreements), and purpose. Please refer to the current grant conditions for the definition of third-party contracts. If no third-party contracts exist, please state as such and return the form.
- i. **Other Grant Agreements** – A copy of all other grant agreements between the grantee and other providers for the fiscal year for which funding is requested, regardless of source, i.e., federal, state, or private sources. Hard copy submissions are permitted when electronic copies are not available.
- j. **Leave no form blank** – Each listed form must be filled out and submitted with the Application. If a form or item does not apply to you, fill it in as “not applicable”.

### IV. Post-Award Submissions (Provided by the Court)

- a. **Grantee Acceptance Notice** – This form contains your grant agreement and certification information. The Court will complete the upper portion of the form

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prior to grant approval. As soon as you receive notification from the Court of Criminal Appeals that your grant application is approved you should go to this form and enter the information requested in the white cells, print, have the yellow cells signed by the persons indicated, then send it to the Court of Criminal Appeals. The completed acceptance notice is due within 30 days of receiving notice from the Court that your grant application is approved. If the 30th day falls on a weekend or holiday, the due date is the following business day.

- b. **Request for Funds Form** – After your grant is approved and you have received a final version of your budget from the Court, you may submit this form to request funds.
- c. **Course Certification File** – The purpose of the Course Certification File is to certify the completion of courses or seminars previously submitted to the Court as part of the application process. **The Course Certification file must be submitted to the Court within 30 days of the conclusion of each training event.** If the 30th day falls on a weekend or holiday, the due date is the following business day. **A late submission will result in a penalty of \$500** which will be deducted from the grantee’s grant award.

The following items must be submitted as attachments: registration material, agenda, sign-in sheets, sign-in sheet summary, evaluation summation, course-related publication(s), and a biography or resume for each faculty member. The spreadsheet provided by the Court must be used.

Using the spreadsheet provided by the Court, the following information must be included for each course: title, date, time, location, registration material, agenda, sign-in sheets, evaluation summation, course-related publication(s), biography or resume for each faculty member and the actual number of participants by constituent type.

**Should your participant counts differ from the original course certification filed, please submit an amended form as soon as possible. Please also ensure the participant counts match the Schedule of Planned courses sheet in your budget file.**

Send completed applications and related documentation to  
[Judicial.education@txcourts.gov](mailto:Judicial.education@txcourts.gov).

## Court of Criminal Appeals

### FY 2027 Grant Application Submissions Checklist

- Signed Application for Grant Funding Form (*All funds Inclusive Grant Budget*)
- Allocation Methodology
- Independent Audit Report (*or Expected Date of Receipt*)
- Internal Control System Over FDIC Limits
- Cover Letter
- Program Narrative
- Anticipated Special Requests, Adjustments, and Exemptions**
- Curriculum Plan
- Position Descriptions
- Certification of Authorized Officials
- Conflict of Interest Disclosure Form
- Third Party Contracts Form
- Other Grant Agreements