

The **OJEN/LFO Mock Trial Fund** was established in 2008 to provide financial support and other resources to the ever expanding roster of mock trial events across Ontario. A total of \$15,000 will be distributed to regional mock trial tournaments in 2016. To assist you in your application, this Guide will provide you with information about the application and selection process, including details about what kinds of expenses are eligible for MTF coverage.

Application Process

The application process for the Mock Trial Fund is entirely online. The application can be accessed at <http://www.ojen.ca/program/128>. The deadline for applications is **December 18, 2015**.

For your convenience, the application is available in both a printable version (for information-gathering) and digital. We recommend that you collect all necessary information at once before starting your application online, as incomplete applications will not be accepted. Applications can only be submitted through the link above.

The application form will require you to identify one person as the “applicant” and provide contact information for them. That person will become OJEN’s point of contact for administering your grant, should your application be successful. Please identify someone who is willing and available to administer the fund for your mock trial. Your application must include all of the information we will need to issue and deliver you a cheque if your application is successful. This includes the exact address you would like us to use, and any special instructions for the cheque (eg. “Please make any cheques out to ‘Mara Clarke in trust’”).

After submitting your application, you will receive a confirmation email. Please keep this email for your records. All applications will be reviewed by OJEN staff responsible for administering the Mock Trial Fund. They are reviewed to ensure an equitable distribution of resources, with an eye to ensuring that the mock trials are eligible for MTF funding and also that the amounts requested are reasonable. OJEN may contact you with requests for clarification or further information. Once decisions have been made, all applicants will be notified of the results in January 2016.

What kinds of expenses are eligible for MTF funding?

FUNDED	NOT FUNDED
Catering	Supply teacher costs
Required A/V charges	Gifts or compensation for justice sector volunteers
Reasonable photocopying/ administrative costs	Janitorial costs for schools
Student awards and prizes	Excessive office administration costs
Some promotional items	School buses or transportation
Some carry-over deficits (depending on how the deficit was accrued)	Certificates (provided by OJEN at no cost)
	Monetary awards

If you are unsure about what constitutes “reasonable costs” for line items like catering or office administrative costs, you can email us at mocktrialfund@ojen.ca to inquire. Our estimates are based on costs in past years across all mock trials covered by the MTF, with consideration given to venue, location, number of participants, and other relevant factors. Under exceptional circumstances, the MTF

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may consider covering expenses outside the ones indicated above in order to prevent organizers from paying out of pocket.

Funding Criteria: How applications are evaluated

Each application is individually assessed to verify that the event is eligible for funding and that the amounts requested are appropriate under the circumstances. For a mock trial event to be eligible for MTF funding, it must:

1. Be designed for Ontario secondary school students (or youth of equivalent age);
2. Include at least four schools (or teams from community organizations);
3. Include justice sector volunteers;
4. Promote inclusive access to justice education;
5. Demonstrate financial need; and
6. Take place during the 2015-16 school year.

Eligible mock trial events can be competitive or non-competitive. While both participatory and demonstrative mock trial events are eligible, preference will be given to participatory experiences for young people.

In deciding which events to fund, the Mock Trial Fund seeks to balance support for well-established mock trials with new initiatives and early-year projects that have significant potential for growth. Events that have made successful applications to the Mock Trial Fund in previous years will be given special consideration.

The Mock Trial Fund is intended to cover a geographically diverse series of mock trials, so location will be an important factor in funding decisions. Applicants are encouraged to find out whether there are other Mock Trial Fund events operating in their area. There can be more than one successful applicant from each judicial region, but we will not fund multiple events with the same potential audience in close proximity to one another.

Receiving Funds and Reporting

All applicants will receive notice of the decision made on their application. Cheques will then be processed and mailed out to the recipients using the mailing address and instructions provided on the application.

All recipients of funding will be required to complete a Mock Trial Fund Report after their event concludes. The Reports are completed online. A link to the Reports for the 2015-16 year will be emailed out to successful applicants in Summer 2016. While the Reports are typically not due until August, we strongly encourage recipients to complete their Report within one month of their event, as it tends to make reporting much easier.

Reports must include an accurate account of actual expenses incurred and where Mock Trial Fund grant money was used. This includes any surplus funds that were not spent. As of 2015-16, failure to complete and submit a Report by the start of the next funding cycle will render your mock trial event ineligible for further funding.