



COLORADO
JUDICIAL
INSTITUTE

Judicial Education Preservation Fund

Grant Request Submission Guidelines

The Colorado Judicial Institute has established rules and procedures governing the distribution of monies from the Judicial Education Preservation Fund. The Institute is accepting requests for funds in accordance with the rules and procedures.

Funds may not be paid directly to the Judicial Department, Judges, or Department Staff. Fund must be distributed directly to the providers of services. For example, monies requested for computer training for court staff must be paid directly to the computer education provider.

When submitting a request for funds, carefully review the rules and procedures to assure that your request fits within the guidelines and that you have provided detailed information. Please include the following:

- Name of the person submitting the request
- Address, Phone Number, Email Address and Fax
- Judicial District and Court (if applicable)
- Description of the program, class, software, conference, speaker, etc.
- Description of the service provider and how they meet the requirements listed in the Education Fund Rules.
- Detailed information as to the need for, and benefits of the program, class, software, conference, speaker, etc.

Submit all written requests to: Colorado Judicial Institute
Judicial Education Fund
5437 S. Rome St.
Aurora, CO 80015

*Colorado Judicial Institute Mission:
To further public understanding of the Colorado judicial system;
To preserve and enhance the independence and excellence of the Colorado Courts;
To ensure that the courts meet the needs of the people.*

Definitions, Qualifications and Instructions

The terms “education” and “training” shall be broadly interpreted and shall include, without limitation, the purchase of hardware, software, attendance at educational conferences and seminars, funding educational classes, and other services which are useful in the education and training of judicial personnel.

Each and every recipient of either assets or moneys from the Fund must be qualified in at least one of the following ways:

- (a) be an established educational institution or training facility;
- (b) have provided education or training for judicial employees or judges for at least five years;
- (c) be a credentialed or recognized specialist in a particular field of learning or training;
- (d) be an established and regular provider of the type of services or merchandise selected or sought by the Committee; and
- (e) be able to demonstrate qualifications and experience in providing the types of products or services, education or training sought or selected by the Committee.