

To: Town Clerk

From: _____, Town Justice

Re: Application for funding from the Justice Court Assistance Program

Date: _____

The Town Court is requesting authorization from the Town Board to apply for funding from the Justice Court Assistance Program during the upcoming grant cycle. One required component of that application is a Resolution from the Town Board authorizing the Town Court to apply for this funding.

The Office of Court Administration will not accept the court's application unless the Resolution incorporates one of the following two options EXACTLY as written below:

Option # 1

"The Board of the Town of _____ Name of Town _____ authorizes the _____ Name of Town _____ Town Court to apply for a JCAP grant in the 2022-2023 grant cycle up to \$30,000.00."

Option # 2

"The Board of the Town of _____ Name of Town _____ authorizes the _____ Name of Town _____ Town Court to apply for a JCAP grant in the 2022-2023 grant cycle up to \$ _____ Amount Requested _____."

While the Resolution may include one or more "WHEREAS" clauses, it is essential that the "Be it RESOLVED" portion of the Town Board's resolution be worded exactly as one of the options indicated above (with the addition of the name of the Town inserted as shown above in both options and with the addition of the amount requested as shown above in the second option).

In addition, the Board Resolution must be certified.

The deadline for our application is Friday, October 14, 2022.

Thank you for your attention to this matter and for your help with the Court's application.