**CONCEPT PAPER EXAMPLE**

**MEMO FORMAT PREFERRED**

Letterhead

April 2, 2022

**TO:** Christopher Stanley, Chief Financial & Management Officer, AOC

**FROM:** Casey Doe, Puppies for Courts

**RE:** Concept for Judicial Branch Budget Request

**Problem**: Puppies have been shown to relieve stress and calm individuals in tense situations. As courts are concentrations of stress and tense situations, we believe the addition of puppies to courthouse entryways and public access areas would greatly reduce the tension Washingtonians feel as they access justice.

**Proposed Solution**: We would like the Administrative Office of the Courts to request $15 million in funding for grants to trial and appellate courts across Washington for the purpose of stationing puppies and corresponding handlers in courthouses across the state. A limited pilot in three courthouses – two in western Washington and one in eastern Washington – has shown a notable decrease in incidences in courtrooms…

[data]

**\*Please limit to 1-2 pages.**

**\*Please note if this is one-time funding or an ongoing funding request.**

[argument]

[etc]

**Estimated Staff**: 1 FTE (program manager-level) at AOC to manage the program and corresponding grants.

**Estimated Cost**: $15,000,000

**Is there any IT component to this request (excluding typical office equipment)?** No.