

## ANNOUNCEMENT OF FUNDING AVAILABILITY

**ISSUE DATE: OCTOBER 1, 2019**

### **UNDER 21 SUBSTANCE MISUSE AND OVERUSE PREVENTION ACTIVITY MINI-GRANTS FY 2020**

**APPLICATION DEADLINE: November 1, 2019, 4:00 P.M.**

#### **1. ABOUT THE ALLIANCE**

Since January 2013, Montgomery County Department of Health and Human Services has awarded a contract to the Montgomery County Collaboration Council for Children, Youth and Families, Inc. to create a county-wide coalition to address illegal and underage substance use, misuse and overuse including, but not limited to, alcohol, opioids and other prescription drugs.

This coalition is called Many Voices for Smart Choices—Montgomery County Alliance to Prevent Youth Substance Misuse and Overuse. The Alliance and its members work together to deliver activities that:

- Address change in the social environment by promoting community norms and public policies that decrease substance use.
- Build the capacity of those who work with youth and young adults to deliver prevention services.
- Reduce risk factors and increase protective factors among youth and families by providing substance use, misuse and overuse prevention, education, outreach programs and services.

Thus, it is the responsibility of the Collaboration Council to manage the Under 21 Substance Misuse and Overuse Prevention Activity Mini-Grants for the current fiscal year.

#### **2. PREVENTING UNDERAGE SUBSTANCE MISUSE AND OVERUSE**

Though progress is being made, underage substance misuse and overuse remains prevalent among youth and young adults in the United States. According to the 2017 National Survey on Drug Use and Health (NSDUH), about 7.4 million people aged 12 to 20 reported drinking alcohol in the past month. Approximately 4.5 million (60.7% percent of current alcohol users) were binge drinkers, and 932,000 (12.5 % percent of current alcohol users) were heavy drinkers. Besides being illegal, underage alcohol use can lead to other risky and dangerous behaviors, which can seriously inhibit the ability for youth and young adults to grow into productive and healthy adults. While marijuana is the most commonly used illicit drug among youth and young adults in the United States, the rate of nonmedical use of prescription opioids (NMO) and over-the-counter (OTC) medications remain high. According to the US Department of Health and Human Services, Office of Adolescent Health, prescription drug misuse (e.g. NMO and OTC) is among the fastest growing drug problems in the United States. In 2016, 3.6 percent of adolescents aged 12 to 17 reported misusing opioids over the past year. The National Institute on Drug Abuse (NIDA) reports that the prevalence of prescription opioids and OTC medications use among adolescents may be a result of the common misperception that because they are medically prescribed by physicians, they are safe even when not used as

intended.

Prevention is a proactive process which empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing conditions that promote healthy behaviors and lifestyles. The Substance Abuse Prevention Program within the Montgomery County Department of Health and Human Services envisions that Montgomery County residents will have access to quality prevention and health promotion services, and all people will be educated in ways that will improve and maintain good prevention practices for themselves and their families.

### **3. UNDER 21 MINI-GRANTS BACKGROUND**

Funded by Montgomery County government, the overall purpose of the mini-grants is to support underage alcohol use and substance misuse and overuse prevention activities throughout Montgomery County. Funds must be used to provide primary prevention activities directly serving youth who are at risk for substance misuse and/or overuse.

The mini-grants are intended to be combined with other local funds for community-based substance misuse and overuse prevention activities for youth under the age of 21. This application provides the opportunity for community groups to apply for funds to partially support their planned activities.

#### **Eligible Applicants.**

Community-based groups that are incorporated or have at least a two year history of operations (planning and decision-making group) that would provide assurance of likely successful program implementation and fiscal management.

**Only one application per group can be submitted.**

### **4. Mini-Grant Program Activities**

**Populations to be served.** The target populations can be **middle school and/or high school-aged youth or older youth who are under 21 years of age.**

#### **Eligible Activities.**

- Grant-supported activities can help support single events or ongoing programs.
- All activities must occur outside of the school's instructional periods. Before and/or afterschool, lunchtime, early dismissal, school holidays and weekends are acceptable times.
- All activities must have an education component addressing the issue(s) of underage alcohol use, illegal use of marijuana, over-the-counter drugs, and/or prescription drug misuse and overuse. The focus can be on one or more substances.
- **All activities must show evidence of youth involvement in the planning and/or execution of the plan.**
- Adequate adult supervision must be provided for direct service activities by screened and trained adults.
- The minimum ratio of adults to students must be 1:10 for all age groups.
- Activities must encourage youth to creatively outreach to their parents and families about program activities and education.

### ***Ineligible Expenses or Activities***

- Funding cannot be used to rent equipment for post prom or graduation events that support gambling-like activities. You may have such equipment but it must be paid via other funding sources.
- Funding cannot be used to develop a curriculum or create educational brochures.
- Funding cannot be used for poster or video contests.
- Funding will not support activities that are only surveying youth.
- **SALES TAX CANNOT BE REIMBURSED**

### ***Implementation Time Line.***

Expenses incurred for projects funded via these grants **must begin after January 1, 2020 and conclude by May 31, 2020**

### ***Evaluation***

All activities supported by the mini-grants must have identified the **number of youth to be served** and **how the activities will lead to a positive impact on participating youth with regard to substance misuse and overuse prevention**. Grant recipients must collect information to measure participation and outcomes.

### **5. MINI-GRANT BUDGET**

**Grant Amount.** Requested grant funding must be at least \$500 and no more than \$1,000.

**Matching Requirement.** Community groups applying must contribute matching funds of at least 30% of the amount requested. (*For example, an application for \$1,000 must show a match of \$300.*) These matching funds can be other funding or financial sources or in kind contributions. In kind contributions can include facility costs, donated goods, chaperone costs, entertainment costs, volunteer time, or other services. You may charge admission (encouraged). Applications which do not meet this match requirement will not be considered.

**Total Activity Budget.** When combining the grant funding and applicant's match, the total budget for the activity can exceed \$1000, but only a maximum of \$1000 can be charged to the grant.

**Payment.** Payment of grant funding will be on a reimbursement basis. Upon submission of evidence of grant expenditures and the required invoice, payment will be made. There will be no advances.

## **6. FURTHER INFORMATION BEFORE SUBMITTING AN APPLICATION**

- Two Optional Information Meetings will be held on: **Tuesday, October 15th, 2019, 1:00 – 2:00 p.m., or Thursday, October 17, 2019, 11:00 a.m. – 12:00 a.m. at the Collaboration Council office, 1801 Research Blvd, Rockville, MD 20850 in Suite 103 Conference Room. Mandatory RSVP by 3:00 p.m., October 11, 2019** if you will be attending one of these meetings to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org) with the number and names of those attending.  
**Note:** information will be provided that clarifies the application content and process. No guidance will be offered on the activity to be proposed
- All Questions must be emailed to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org). Sorry no questions will be taken over the phone. Deadline for submitting questions is **October 22, 2019, 3:00 p.m.**
- Updates will be posted on the Many Voices for Smart Choices website [www.manyvoicessmartchoices.org](http://www.manyvoicessmartchoices.org)

## **7. SUBMISSION PROCEDURES:**

The following procedures are required for all application submissions. Failure to specifically follow these procedures may result in denial of your application.

- a. **One original and four copies** of the Required Application Content (see item 8 below) with required signatures must be submitted in an envelope that is labeled with:
  - The applicant's/organization's name and name and email address of the contact person;
  - Application for Under 21 Mini-Grant;
  - Signature on original copy must be in blue ink.
- b. All applications must be delivered by hand, courier, or mailed to:  
Attn: Mini-Grant Application  
Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
1801 Research Blvd., Suite 103  
Rockville, MD 20850  
Note: Regardless of method of delivery, you are responsible for ensuring the delivery prior to the deadline.
- c. **NO** faxed or emailed applications will be accepted.
- d. The deadline to submit your application is **November 1, 2019 at 4:00 p.m.** Applications received after this date and time will not be accepted and will be returned unopened.
- e. Receipts will be given for hand or courier delivered applications. For mailed applications, the identified applicant's contact person will be notified of receipt via email no later than **November 5, 2019**

## **8. Required Application Content and Format**

**PLEASE NOTE: (Incomplete Applications and Handwritten Applications will be rejected)**

An application that qualifies for funding consideration must include the following:

- a. **Cover page** (use Attachment 1).
- b. **Program Narrative** with the following identified sections (underlined), answering the following questions in the order they appear. Do NOT attach brochures or other supplemental information.

**Description of Applicant:**

- Describe your group's mission and history;
- Briefly describe the person(s) who will be responsible for the activity;
- If you are working with a public school, please describe your interaction with the school's principal in developing this proposal.

**Description of Youth to Be Served**

- How many youth do you plan to serve?
- Describe the youth population you intend to serve in terms of their ages and other characteristics (income, race/ethnicity, gender, etc.).
- Why are you focusing on this group?
- **Describe how youth will be involved in the planning and carrying-out of the activity.**
- How will you recruit youth to participate in the activity?

**Description of Proposed Activity**

- Describe the activity: date(s)/times of program; location; what will the youth be doing;
- Describe how you will include education and skill-building activities that will help youth to not use alcohol and other drugs;
- Describe how you will ensure the safety of participants:
  - Describe specific plans for supervision/chaperoning of the youth;
  - Describe how adults who will be with the youth are screened and trained;
  - Briefly describe any other relevant emergency and safety measures that will be in place.
- Describe how the program and participating youth will reach out to their parents and families about the program's activities and what they are learning about substance misuse and overuse.

**Expected Outcomes and Evaluation**

- Describe specifically how the youth will gain from their participation in the activity in relationship to prevention of substance misuse and overuse;
- Describe how you will collect information that measures what the youth have gained.

- c. **Budget and Other Financial Information** (Use Attachment 2)

**All components of the application must be prepared using word-processing software. No handwritten applications will be accepted.**

There is no limit on the number of pages for the program narrative, but succinct and thorough proposals will be appreciated by the reviewers.

Staple the cover page, program narrative and budget together in the upper left hand corner only.

## **9. APPLICATION REVIEW AND AWARD PROCESS**

A team of representatives from the Collaboration Council, Montgomery County government and an Alliance member will review all qualified applications. Factors that will be considered include: clarity and quality of the application in achieving the Under 21 Mini-grant intentions; ensuring that a variety of types of activities are funded with geographic distribution across the county. **Prior grantees who failed to submit copies of expense receipts and/or a project summary are not eligible to apply.**

Depending upon the amount of the requests and the final decisions regarding grants to be awarded, it is anticipated that at least 20 applications will be funded.

All applicants will receive notice of their grant award status on or by **December 6, 2019**. No debriefing will occur.

## **10. *Expectations of Grantees***

**All grantees will be required to**

- **Attend a mandatory** meeting at a date and time that is established at the time of grant awards. This meeting will review invoicing and reporting procedures and provide guidance on evaluation activities. **Anyone who fails to attend this meeting will forfeit their grant award.**
- Have procedures in place that monitor and account for grant funds so that the required invoice and documentation will enable reimbursement.
- Submit a Program Report using a format to be provided, with the acknowledgement that information can be circulated publicly.
- Submit an Invoice Cover Page with corresponding documentation using a format to be provided.

### **Contact Information:**

Please send any and all questions by email to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org). No phone calls please.

**Click on link to download Attachment 1: [FY20 Under 21 Mini-Grant – Attachment 1: Cover Page](#)**

**Click on link to download Attachment 2: [FY20 Under 21 Mini-Grant – Attachment 2: Budget](#)**

**Sample: please download the Fillable Form (click on link on Page 6)**

**Attachment 1**  
**Cover Page**

Applicant Organization's Official Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Group/organization Federal ID tax number: \_\_\_\_\_

Have you received a DHHS Under 21 Activity Grant before?  No  Yes

If Yes, when? \_\_\_\_\_ Amount: \_\_\_\_\_

Name of Activity:  
\_\_\_\_\_

Location of Activity:  
\_\_\_\_\_

Number of Youth to be Served: \_\_\_\_\_ Age Range: \_\_\_\_\_

Date(s) and time(s) of program activity(ies): \_\_\_\_\_

**Amount of Grant Request: \$\_\_\_\_\_ (cannot exceed \$1,000)**

Amount of Match: \$\_\_\_\_\_ Total Activity Budget: \$\_\_\_\_\_

I confirm that this application includes the required Program Narrative and Proposed Budget form.

\_\_\_\_\_  
Signature of Person Authorized by Applicant      Typed Name \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Sample: please download the Fillable Form (click on link on Page 6)**

**Attachment 2**

**Budget and Financial Information Form**

**SAMPLE**

**Applicant Organization's Official Name:** \_\_\_\_\_

**Person Responsible for Accounting for Grant Expenditures:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Briefly describe how expenditures will be tracked and evidence of payment collected:**

**Proposed Budget**

Using the form below, account for all the expenses for the proposed activity or program and whether they will be covered by the Under 21 Grant or by other resources (match).

Round all amounts to the nearest dollar. Carefully check your math.

The Under 21 Grant Request cannot exceed \$1000 and the match other resources must be equal to at least 30% of the requested grant amount.

After the budget, briefly describe the sources of your match.

<b>EXPENSES: Budget Category</b> <i>In each budget category, provide a brief description and calculation of costs.</i>	<b>REVENUE SOURCES</b>		
	<b>Under 21 Grant Request</b>	<b>Match: \$ amount (In Kind, other money sources)*</b>	<b>Program/Activity Grant and Match Total</b>
<b>Staff: (hourly wages for adults, volunteers, paid staff, etc.)</b> <u>Must include copies of actual pay checks and timesheets.</u>	\$	\$	\$
<b>Supplies: (food, disposable program supplies, etc.)</b>	\$	\$	\$
<b>Facility Rental</b>	\$	\$	\$
<b>Entertainment: (Direct costs for entertainment or equipment rental for program)</b>	\$	\$	\$
<b>Publicity activities: (flyers, posters, etc.)</b>	\$	\$	\$
<b>Transportation: (Bus, Van Rental for Transporting Youth to Event)</b>	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$
	<i>This column cannot exceed \$1,000.</i>	<i>This column must equal at least 30% of the grant request</i>	
<b>*Sources of Match: Briefly describe the source of the match for each expenditure listed in that column.</b>			