



**ANNOUNCEMENT OF FUNDING AVAILABILITY**  
**October 10, 2016**

**UNDER 21 SUBSTANCE ABUSE PREVENTION ACTIVITY MINI-GRANTS FY 2017**

**APPLICATION DEADLINE: November 4, 2016**

**1. About the Alliance**

In January 2013, Montgomery County Department of Health and Human Services 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 abuse including alcohol, marijuana and other drugs.

This newly formed coalition is called Many Voices for Smart Choices—Montgomery County Alliance to Prevent Youth Substance Abuse. The Alliance and its members will 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 children and youth to deliver prevention services; and
- Reduce risk factors and increase protective factors among youth and families by providing substance abuse prevention, education, outreach programs and services.

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

**2. Preventing Under aged Substance Use and Abuse**

Though progress is being made, underage substance abuse remains a persistent problem among youth. According to the 2014 National Survey on Drug Use and Health, about 139.7 million persons aged 12 to 20 (26.3 percent of this age group) reported drinking alcohol in the past month. Approximately 60.9 million (17.0 percent) were binge drinkers, and 16.3 million (5.1 percent) were heavy drinkers. Besides being illegal, underage drinking, can lead to other risky and dangerous behaviors seriously inhibiting the youths ability to grow into productive and healthy adults. While marijuana is the most commonly used illicit drug among youth in the United States, the rate of nonmedical use of prescription and over-the-counter (OTC) medication remain high. Among adolescents, prescription and over-the-counter medications account for most of the commonly abused illicit drugs by high school seniors; nearly 1 in 12 high school seniors reported nonmedical use of Opiates; 1 in 20 reported abuse of Opiates. When asked how prescription narcotics were obtained for nonmedical use, 70% of 12th graders said they were given to them by a friend or relative (MTF 2011). Prescription and OTC medications are widely available, free or inexpensive, and falsely believed to be safer than illicit drugs.

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 youth alcohol use and substance abuse prevention activities throughout Montgomery County. Funds must be used to provide direct prevention activities directly serving youth who are at risk for substance use and/or abuse.

The mini-grants are intended to be combined with other local funds for community-based substance abuse 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 abuse. 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 supports 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.
- **TAXES CANNOT BE REIMBURSED.**

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

Expenses incurred for projects funded via these grants **must begin after January 1, 2017 and conclude by May 31, 2017.**

## **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 abuse 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**

- Optional Information Meeting will be held on: **October 24, 2016, 12:30 p.m., Collaboration Council, 1<sup>st</sup> Floor Conference Center, 1801 Research Blvd, Rockville, MD 20850. Mandatory RSVP by 12:00 noon, October 20, 2016** if you will be attending this meeting to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org) with the number and names of those attending.
- Updates will be posted on the Many Voices for Smart Choices website [www.manyvoicessmartchoices.org](http://www.manyvoicessmartchoices.org)
- 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 31, 2016, 4:00 p.m.**

Note: information will be provided that clarifies the application content and process. No guidance will be offered on the activity to be proposed.

## **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 4, 2016 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 6, 2015.

## 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, 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 abuse.

### Expected Outcomes and Evaluation

- Describe specifically how the youth will gain from their participation in the activity in relationship to prevention of substance use/abuse?
- How will you 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 clear 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 for this competition.

Depending upon the amount of the requests and the final decisions regarding grants to be awarded, it is anticipated that at least 19 applications will be funded.

All applicants will receive notice of their grant award status on or by **November 30, 2016**. 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. **Due to new reporting and invoicing procedures 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

**Contact Information:**

Please send any and all questions by email to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org).

[Click here to download Attachment 1: Cover Page Fillable Form](#)

[Click her to download Attachment 2: Budget and Financial Fillable Form](#)

**Sample: please download the Fillable Form (click on link on Page 5)**

**Attachment 1**

**Cover Page**

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

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

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

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

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

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

Telephone Number: \_\_\_\_\_ Fax 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 5)**

**Attachment 2**

**Budget and Financial Information Form**

**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 you 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:</b> (hourly wages for adults, volunteers, paid staff, etc.) <u>Must include copies of actual pay checks and timesheets.</u>			
<b>Supplies:</b> (food, disposable program supplies, etc.)			
<b>Facility Rental:</b>			
<b>Entertainment:</b> (Direct costs for entertainment or equipment rental for program)			
<b>Publicity activities:</b> (flyers, posters, etc.)			
<b>Other:</b> (Miscellaneous fees, etc.)			
<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:</b> Briefly describe the source of the match for each expenditure listed in that column.			