

**To: Grant Applicants**  
**From: Jerri Lerch, Executive Director, DAC**

**The 2011 Allen County Drug and Alcohol Consortium, Inc. (DAC) grant application procedure is as follows:**

1. Read and follow the directions contained in the Grant Guidelines and DAC Grant Application 2011 packets.
2. For technical assistance or clarification with regard to grant guidelines or application information, you may attend the **training workshop on Tuesday, March 10, 2011 at 9:00 AM** at the DAC office (532 West Jefferson Blvd, 2<sup>nd</sup> Fl). Please call 422-8412 to RSVP.
3. **The original completed application and ten copies are due Thursday, March 31, 2011. Completed applications must be turned in to or received by DAC office** (532 West Jefferson Blvd, 2<sup>nd</sup> Fl) **by NOON on that date.** Late applications will not be considered.
4. The **typed original and 10 copies** of the completed application should be submitted and each copy should be stapled. **Please do not submit applications in binders or folders and do not provide any additional information beyond that which was asked.** (Note: Only 1 copy of the 2010 or most recent tax return is necessary. Please attach it to the original application.)
5. Those applicants whose proposals reach the final stage of funding consideration may be required to give a 15-minute presentation to the Funding Committee between April 18<sup>th</sup> and April 29<sup>th</sup>, which may include responding to specific questions posed by that Committee.
6. Applicants will be informed of their funding status by June 1, 2011.
7. If an applicant is chosen to be awarded grant money, the applicant must:
  - Complete and submit a new Memorandum of Understanding.
  - Attend seven DAC committee meetings (choice of prevention-justice-intervention-higher education-NAND), participate in all committee-sponsored events, including the all DAC meeting and the Annual meeting and at least one county-wide event within the grant year.
  - Complete and submit a current “DAC Inventory of Services” form (within the last 24 months).
  - Submit a full board roster, schedule of board meetings, and a resolution by the executive committee accepting the grant.
  - Acknowledge the Drug and Alcohol Consortium of Allen County as a supporting organization in all media releases and printed materials.
  - Complete and submit a written 6 month progress report and 12 month final report outlining the implementation and the outcomes of the project’s efforts. DAC will provide these report forms and deadlines for submission.
  - Maintain generally accepted accounting procedures to provide accurate and timely recording of project-related receipts, expenditures, and unexpended balances.
  - Submit receipts for any approved equipment purchases.
  - Participate in community-wide data collection as requested.
  - Be prepared for scheduled or unscheduled site visits to the program during the course of the grant period. Any information gathered or observed shall become part of DAC’s assessment of the program meeting its desired outcomes and objectives as outlined in your proposal.
  - If the applicant fails to meet any of the requirements, they will not be eligible for a grant award for the following two years.

## 2011 DAC GRANT GUIDELINES

### I. INTRODUCTION

The mission of the Drug and Alcohol Consortium (DAC) of Allen County is to “work collaboratively to reduce the negative impact of alcohol and other drugs in Allen County.” We’re excited that you are working directly in the community to support this work and toward this end, DAC seeks to provide funding to those alcohol and drug initiatives in Allen County that address identified priority issues in the areas of prevention/education, intervention/treatment, and justice/enforcement.

During this funding cycle, DAC has identified several objectives from their state approved comprehensive plan for funding consideration. Our emphasis will be on solid proposals that:

- Demonstrate a thorough knowledge of **best practices** on that particular issue
- Clearly define how proposed **outcome-based** program services will be delivered in this community
- Articulate what impacts the proposed program services will have on the identified issue and the community.

DAC seeks proposals:

- That demonstrate collaborative efforts, new programs, and build self-sufficiency for future endeavors.
- DAC encourages applicants to illustrate their ability to perpetuate their designated program through a wide variety of funding sources.
- DAC should not be considered a permanent source of funds.

The primary funding source for all proposals submitted and approved by DAC is the local Drug Free Indiana Fund. Monies in this fund are allocated through recommendations by DAC as the state-approved local coordinating council (LCC) for Allen County.

**Disclaimer:** DAC is not obligated to recommend an allocation and will only forward recommendations were submitted proposals are of acceptable quality and address the stated priorities.

### II. BASIC REQUIREMENTS AND INFORMATION

1. Funds are available for each of the three outcome areas (see Section III for a description of each). Approximately \$262,000 of funding from 2010 collections is available for qualified projects in the three designated outcome areas. Additionally, remaining funding from previous years will be awarded - an additional \$12,872.03. The total available is \$68,771.44 each in Justice, Prevention and Intervention. The largest grant given in 2010 was approximately \$65,000 for a committee based proposal and the average grant award was approximately \$13,744.11. Final funding amounts will be determined by the quality of submitted proposals recommended for funding.
2. Proposals selected for funding must meet one of the following criteria:
  - The applicant agency must be a non-profit organization IRS 501(c) 3 operating in Allen County, Indiana;
  - The applicant agency must be an incorporated entity doing business in Allen County, Indiana;
  - The applicant agency must be a governmental unit of Allen County, Indiana;
  - In the event a non-incorporated group (i.e. grassroots organization) seeks to apply for funding, they will need to team up with a non-profit organization or a governmental entity that has agreed to serve as the legal agency (i.e. fiscal and administrative agency) for the grant or be sponsored by DAC. The legal agency and the grassroots organization must be operating in Allen County, Indiana.
3. The grant proposal must include a letter of formal approval from the authorized agent of the legal agency applying (i.e., agency director, board chairperson).
4. If recommended for funding by DAC, the legal agency will be required to enter into a contractual agreement with DAC. This contractual agreement will specify the reporting requirements for DAC monitoring and evaluation purposes, including key statistics that are required for community reporting and planning to be submitted within requested timelines. A financial audit (including receipts) may also be required of all funded projects.

### III. DESCRIPTION OF OUTCOME AREAS – INTERVENTION, JUSTICE AND PREVENTION

Applicants must choose at least one listed objective under one of the following problem statements for consideration. The DAC Board of Directors, addressing priority-funding areas in the Drug and Alcohol Consortium's Comprehensive Community Plan, has identified these objectives. Please note that proposed programs/services should address these objectives based on "best practices." Best practices are defined as "strategies, activities, or approaches, which have been shown through research and evaluation to be effective in the prevention and/or delay of substance use/abuse." Supportive data, updated statistics and targeted goals under each of the three categories may be found at our website ([www.dacac.org](http://www.dacac.org)) by clicking the Comprehensive Plan link.

#### **Problem Statement #1: Usage rates of alcohol, tobacco and other drugs by youth continues to be a problem in Allen County.**

##### Objectives:

1. Provide technical assistance to help community organizations find and/or create outcome-based drug prevention programs and evaluation.
2. Promote and support organizations that use science-based, approved prevention programs for children/youth, especially high risk children/youth and children of substance abusers, to reduce or prevent ATOD use or exposure. Promote additional area middle schools to initiate some of these programs.
3. Work with area schools and colleges on collecting ATOD usage data among elementary, middle, high school, and college youth.
4. Support science-based and outcome-based prevention and program evaluation training for youth professionals.
5. Support the collaboration efforts between youth-serving organizations.
6. Promote and develop activities and media campaigns during nationally-recognized time frames such as Red Ribbon Month, Alcohol Awareness Month, and Orange Ribbon Week.
7. Support organizations and programs that have a mentoring component. Encourage high school NAND parents and youth to mentor middle school parents and youth.
8. Support healthy alternative activities that are ethnically diverse and culturally sensitive for children and youth, especially after school and during summer break.
9. Enlist the cooperation of parents in preventing youth ATOD use by using "Code of Conduct" meetings at schools as required parent education.
10. Support efforts to increase social event monitoring and enforcement, including "Party-Safe Homes" in area high schools and middle schools.
11. Facilitate the education of retailers to check ID and enforce sale laws.
12. Utilize media advocacy to increase community education and concern about the scope of underage ATOD use. Distribute educational materials and training opportunity materials and class schedules. Encourage additional website links from NAND Task Force sites to sites of organizations offering alternative youth activities and/or substance abuse education. Engage youth in media messaging via contests and focus groups.
13. Educate legislators regarding the benefits of increased penalties for social hosting, restrictions on alcohol advertising in youth markets, increased sales taxes on alcohol, and bans on price promotion (i.e. happy hours).
14. Facilitate additional community involvement in legislative issues regarding alcohol and other drugs.

15. Begin a Youth Roundtable held quarterly to gain youth focus group comments and suggestions for direction.

Requirements:

- “Commitment to learning” and “positive values” is defined as internal asset categories in the 40 development assets model (see attached description of the 40 developmental assets.)
- Program services must include some combination of substance abuse information, ATOD prevention activities, and programming related to encouraging educational achievement, especially at the post-secondary level (e.g. post-secondary academic, support program, and attendance information, career planning information, financial aid, scholarship, and work study assistance).

**Problem Statement #2: The continuum of care in substance abuse treatment in Allen County is hampered by issues of accessibility, affordability and quality.**

Objectives:

1. Support effective outcome-based organizations that serve indigent populations utilizing DAC’s Intervention Scholarship program.
2. Improve collaboration among treatment providers through their participation in the Intervention Committee of Drug and Alcohol Consortium of Allen County.
3. Promote community-wide awareness of effective intervention practices.
4. Educate corporate personnel and help facilitate the implementation or strengthening of a Drug-Free Workplace program in local businesses.
5. Support the development of a continuum of care specific to the adolescent population to address the substance abuse/HIV issues involved with treatment and prevention.
6. Advocate and/or assist in funding for ethnically diverse treatment programs that are culturally sensitive.
7. Promote the increased accessibility for women and men to drug treatment by facilitating the implementation of the Access to Recovery program which funds organizations who provide assistance that reduce gender specific barriers (i.e. child care – transportation).
8. Evaluate needs and resources for a centralized detoxification center.
9. Evaluate community need for specialized youth and senior interventions.

Requirements:

- Levels of care must include at least 2 treatment modalities.
- Value-added collaboration is strongly encouraged.
- Treatment services must be certified by the Division of Mental Health and Addiction or other qualified certification organization. Supportive services offered by other collaborative agencies to the certified treatment providers need to document accreditation or proof of qualitative oversight.

**Problem Statement #3: There is a significant amount of adult and youth criminal activity that is linked to alcohol/drug use/abuse in Allen County.**

Objectives:

1. Support requests from law enforcement for training and equipment to deal with alcohol/drug related criminal activity.
2. Promote initiatives that decrease criminal activity as it involves drugs and alcohol, i.e. bar owners/excise police collaboration.

3. Promote initiatives that decrease underage drinking and drug use.
4. Continue to support comprehensive treatment and intervention programs for adults and juveniles while incarcerated and re-entering the community from the Department of Corrections.
5. Promote initiatives that decrease alcohol/drug-related crashes.
6. Support school-based random drug testing.
7. Facilitate the education of retailers to check ID and enforce sale laws.
8. Facilitate the use of the county-wide centralized law enforcement database to improve the identification of substance abuse issues and the enforcement of substance abuse penalties.
9. Educate legislators regarding the benefits of increased penalties for social hosting, increased local control of alcohol permits, restrictions on alcohol advertising in youth markets, increased consequences for youth who use false ID's and bans on price promotion (i.e. happy hours).
10. Purchase and distribute home drug test kits for parents and their youth.
11. Evaluate the 2-year 25% decline in OWI arrests for trends and influencing factors.

Requirements:

- Any services offered may be of a prevention, intervention, or treatment nature but must be sourced from the Justice System of Allen County (i.e. police, courts, probation, prosecutor)

#### IV. SOME USEFUL RESOURCE MATERIALS

DAC has identified a number of websites that might be useful (although not required) to applicants in compiling proposals for the three outcome areas.

##### Resources:

- Indiana University State Epidemiology and Outcomes Workgroup: “The Consumption and Consequences of Alcohol, Tobacco, and Drugs in Indiana: A State Epidemiological Profile, 2007”  
<http://healthpolicy.iupui.edu/SEOW.htm>
- Stats Indiana: [www.stats.indiana.edu](http://www.stats.indiana.edu)
- Indiana Department of Education [www.doe.state.in.us](http://www.doe.state.in.us)
- Indiana Prevention Resource Center [www.drugs.indiana.edu](http://www.drugs.indiana.edu)
- Indiana Youth Institute [www.iyi.org](http://www.iyi.org)
- Substance Abuse and Mental Health Services Administration: [www.samhsa.gov](http://www.samhsa.gov)
- National Clearinghouse for Alcohol and Drug Information: [www.health.org](http://www.health.org)
- The Search Institute (the 40 development assets): [www.search-institute.org](http://www.search-institute.org)
- American Society for Addiction Medicine: [www.asam.org](http://www.asam.org)
- Office of Justice Programs: [www.ojp.usdoj.org](http://www.ojp.usdoj.org)
- Office of National Drug Control Policy: [www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)
- National Association of State and Alcohol and Drug Abuse Directors: [www.nasdad.org](http://www.nasdad.org)
- Join Together: [www.jointogether.org](http://www.jointogether.org)
- Center on Addiction and Substance Abuse: [www.casacolumbia.org](http://www.casacolumbia.org)
- Community Anti-Drug Coalitions of America (CADCA): [www.cadca.org](http://www.cadca.org)
- Drug Strategies: [www.drugstrategies.org](http://www.drugstrategies.org)
- Central CAPT (science-based prevention): [www.miph.org](http://www.miph.org)
- SAMHSA’s National Registry of Evidence-based Programs and Practices: [www.nrepp.samhsa.gov](http://www.nrepp.samhsa.gov)
- Drug and Alcohol Consortium of Allen County (DAC): [www.dacac.org](http://www.dacac.org)
- DAC’s 2011 Allen County Epidemiological Study

#### V. PROPOSAL REVIEW CRITERIA

Submitted proposals will be reviewed and evaluated using the following criteria:

- ❖ **Clarity and quality of approach.** Clarity and quality with regard to proposed description of what the project seeks to do. Be as concise as possible and spell out all acronyms.
- ❖ **Best practices.** Extent to which proposal is knowledge-based or based on best practices in that substantive field. Science-based prevention programs are highly recommended.
- ❖ **Community Impacts.** Degree to which the proposed project has measurable and clear-cut ways of showing what difference the project will make.
- ❖ **Project Sustainability.** Financial sustainability of the project including matching dollars, how the project fits in with the total budget for such services, plan for finding alternative funding sources.
- ❖ **Value-Added Collaboration.** Collaborative effort involved in the proposed project, especially to the extent that it adds value to the development, implementation, and outcomes of the project. Please note that “collaboration” will only be considered as review criteria to the extent that it is value-added.
- ❖ **Prior performance on previously funded programs.**

## DAC GRANT APPLICATION, 2011

Please follow this format in putting the application together.

- A. Project Summary Face Sheet (attached)  
(This should be the first page of the application, but may need to be completed last.)
- B. Agency Background and Mission Statement (approximately ½ pages)
- C. Target Population/Clients (approximately ½ pages)
  - Please describe your clients in terms of gender, age, race/ethnicity, household income and employment status. Include any other characteristics which would help panel members better understand the special circumstances and needs of your clients.
- D. Program Description (approximately 1½ page)
  - *Core Features:* Essential Elements and delivery strategy.
  - *Intensity/duration:* Hours of operation and time program runs; if possible, the amount of time spent typically spent with each program participant.
  - *Staff:* Number of positions required to staff this program and a brief description for each position. Please differentiate between paid and volunteer staff. If any other individuals or groups outside your organization are considered key partners in the implementation of this program, list them with a brief job description.
  - *Client Fees:* attach a fee schedule and rationale as an appendix.
  - ***Please note proposed changes in the program on a grant program that has previously been funded. Programs may not be eligible for funding beyond two years as DAC is not a permanent funder.***
- E. Summary of Cooperative Efforts and Utilization of Community Resources (approx. ½ pages)
  - Please summarize all planned cooperative/collaborative efforts with other organizations in the implementation of this program.
  - Outline your plans to utilize existing community resources, other than DAC funding, to support this program.
- F. Description of the specific role(s) of DAC Funding for this Program (approximately ½ pages)
  - Please provide information to help panel members understand the relative importance of DAC funding for this program compared to additional funding sources (e.g., it is the core funding source, it allows us to supplement client fees, etc.) and offer a sliding scale.
- G. Overview of the Outcome Measurement for this Program (approximately 1 page)
  - In narrative form, describe the Outcome Measurement process you have planned to evaluate the success of this program. Specific outcomes will be reported on the following pages.

H. Additional Information (approximately ½ pages)

- Please provide any additional information that you feel should be considered in the review of this Program Proposal. Note any qualities that make this program unique among similar programs. Please list any current and/or pending licensure/accreditation for the program. If you are unable to provide some of the information requested in the subsequent sections of this proposal, please explain here.

**Appendix:**

- Complete Detailed Project Expense Budget (Form 1 - attached)
- Complete Detailed Project Income (Form 2 - attached)
- Complete Drug and Alcohol Consortium Program Proposal (Form 3 – attached)
- Complete Drug and Alcohol Consortium Objective Selection (Form 4 – attached)
- Complete Drug and Alcohol Consortium Participation (Form 5 – attached)
- Letter of approval from legal agency director or a copy of board minutes indicating approval of this project.
- Include a copy of IRS 501(c) 3 certification letter (non-profits only) or a copy of IRS employer identification number (for-profits only).
- Any “letters of commitment” from each collaborating agency/organization detailing the nature/role they will play in the delivery of project services.
- Attach an overall agency budget.
- Attach one copy of agency’s 2010 or most recent tax return.

**NOTE:** A copy of the book entitled “Measuring Program Outcomes: a Practical Approach”, authored by the United Way, is available for review at the United Way office. Other resources are available at the DAC office.

**If you have any questions, please feel free to contact the DAC offices at (260)422-8412.**