



Request for Proposals 2026

Instructions for Mini Grant Application

What are the grant requirements?

Grant requests must propose a project or a program which addresses **at least one** of the following problem statements from the DAC comprehensive community plan:

Problem Statement #1: Youth are at low protection for School Rewards for Prosocial Involvement compared to their peers across the nation.

Problem Statement #2: Youth struggle with feelings of sadness, hopelessness, or suicidal ideation.

Problem Statement #3: Attention, emphasis, and media coverage is focused on antisocial behaviors and negative aspects of youth and their actions.

Problem Statement #4: Alcohol use and misuse is a problem within the county.

Problem Statement #5: Individuals within the county have a low perception of the risks of substance misuse.

Problem Statement #6: Individuals in the county report a higher than average favorable attitude towards substance use.

Problem Statement #7: Low protection indicates a higher risk for alcohol and other drug use, among other problem behaviors.

Problem Statement #8: Anti-social behavior increases community issues such as crime, delinquency, property damage, substance use, and teen pregnancy.

Problem Statement #9: Poverty and community violence exacerbate anti-social behaviors, and decrease the presence of positive social norms that promote empathy, altruism, and civic responsibility.

Eligibility to Apply:

- No organization which employs any board member or employee of the Allen County Drug and Alcohol Consortium, Inc. (DAC) may apply for or receive mini-grant funding from DAC which would fund projects or programs that are directly overseen by or benefit the board member or employee.
 - Clarification: Mini grants are available to organizations for programs and projects. Intervention Scholarships are also provided by the same funding stream but are available to individuals in need of services and are not bound by the above update to eligibility.
 - The DAC team retains final decision-making authority regarding eligibility.
- No employee or representative of any organization applying for this funding may participate in any way in the decision-making process regarding funding allocation.
- Applicants must be providing services/projects/programs in Allen County.

Application and Award Amounts:

While applicants generally receive between \$2,000 and \$6,000, **there is no requirement or limit for funding request amounts.**

The 2025 application requests ranged from approx. \$3,200 to \$15,000 with an average of approx. \$7,000. The applications granted in 2025 ranged from approx. \$1,500 to \$15,000 with an average of approx. \$4,400.

The 2024 application requests ranged from approx. \$1,500 to \$16,000 with an average of approx. \$6,800. The applications granted in 2024 ranged from approx. \$1,500 to \$8,500 with an average of approx. \$4,600.

How and when will applications be reviewed?

Applications are due by Friday, March 6, 2026 at noon. **This is a final deadline and the application will not be reopened for any reason following this deadline.**

The funding cycle is April 1, 2026-March 31, 2027; however, actual funding release is dependent on Indiana Criminal Justice Institute's approval of Funding Committee recommendations.

Applications will be reviewed by a committee comprised of DAC employees and community stakeholders using a scoring rubric (available below) following the due date.

DAC will then take the review committee's recommendations to the funding committee for approval. Following the funding committee's approval, DAC's board members will then review and approve these recommendations before they are sent for external approval by the County Council and Commissioners.

Following these external approvals within our community, DAC will require final approval from ICJI to release funds. **Although the funding cycle begins in April 2026, the approval process outside of DAC committees does take some time. Please be patient. We hope to have funds dispersed sometime in May, at the latest. We will keep you informed of any updates via email.**

Disclaimer

Please be aware your project may not be **fully** funded. You will receive notification of the decision regarding funding of your request in writing within 2 weeks of approval of DAC's recommendations to County Council and Commissioners.

What is required after your project is complete?

- All recipients will receive an MOU from DAC to clarify their specific requirements.
- Each grant recipient must complete a progress and final report form.
- Failure to complete the necessary information may result in the denial of future funding requests. Form links will be emailed to recipients about two weeks before they are due. For tracking information, please see your MOU and seek clarification from the DAC office if needed.
- If funds are not anticipated to be expended by the end of the project, the grant recipient is responsible for making a new plan with DAC to use or return unspent funds.
- Any person or organization receiving funding from DAC is required to assign at least one person to attend regular Local Coordinating Council meetings, held on the third Thursday of odd months at the DAC office. When awarding mini grant applicants, preference will be given to organizations who have attended DAC meetings regularly.
- A funded organization that fails to comply with MOU requirements may be suspended from obtaining future funding. \

***An optional technical assistance (TA) call is scheduled for Tuesday, February 18, 2026 at 1 p.m. This TA will be open to all and is intended as a Q & A session. This TA will be virtual only, hosted on Zoom, and will be recorded and posted on our website at www.dacac.org under the Funding tab.

To attend the TA, on February 18 at 1 p.m., please visit the following Zoom link:
<https://us02web.zoom.us/j/4558963749?omn=85012166852>

Who do I contact about my application?

Monique Johnson, our Executive Director, is the main point of contact regarding mini grant applications. She can be reached at monique@dacac.org.

2026 Rubric for DAC Mini Grants: Application Scoring

Please complete one form for each application you have been assigned to score.

With questions, please contact Monique Johnson (monique@dacac.org).

1. Name of reviewer (your name): *

Enter your answer

2. Number of application you are reviewing (application ID): *

Select your answer

3. Our mission is as follows: "Our purpose is to provide an effective network to collaboratively prevent substance abuse, primarily by youth, and to reduce the negative impact of alcohol and other drugs in the Allen County community."

How well does this project/program align with our mission?

(1 being not at all aligned and 10 being exactly aligned.) *

1	2	3	4	5	6	7	8	9	10
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4. How clear is the plan for program or project implementation? *

- ☐ Plan for implementation is not included in this application.
- ☐ Plan for implementation is general/unspecific; plan is impractical or illogical.
- ☐ Some clarification is needed, but plan is clear and logical.
- ☐ Staff/personnel have clearly defined roles and the plan for implementation is thorough. No clarification needed.

5. Is this program/project evidence-based? *

- ☐ This application includes approaches which have been proven to be ineffective, harmful, or are outdated; or does not provide clear information about whether or not it is evidence-based.
- ☐ This application is supported by peer-reviews.
- ☐ This application is evidence-informed.
- ☐ This application is evidence-based.

6. What is the projected reach of the project or program outlined in the application? *

Enter your answer

7. What funding amount is being requested? (In USD/\$.) *

Enter your answer

8. Please refer to the completed budget excel sheet: *

- ☐ The line items are reasonable and expenses are detailed.
- ☐ The budget needs adjustments OR expenses are vague.
- ☐ The budget does not reflect responsible stewardship of resources.
- ☐ The budget is incomplete or does not make mathematical sense.

9. Please rate the projected reach vs. cost of this program/project. *

- ☐ Reach vs. cost is unreasonable or unsatisfactory.
- ☐ Reach vs. cost needs improvement.
- ☐ Reach vs. cost is reasonable/acceptable.
- ☐ Reach vs. cost is exceptional.

10. Please rate the community collaboration of this program/project: *

- ☐ Role of external partners and deliverables not identified; commitment is weak or non-existent.
- ☐ Support from external partners exists but is weak or poorly defined; significant clarification and/or commitment needed.
- ☐ Support from external partners exists; some clarification of roles or commitment of resources needs to occur.
- ☐ Strong commitment exists from external partners; deliverables from external partners and roles are clearly identified.

11. SMART outcomes are (1) specific, (2) measurable, (3) achievable, (4) relevant, and (5) time-bound.

Please rate the stated goals and programmatic evaluation plans: *

- ☐ Neither stated outcomes nor a plan for programmatic evaluation were listed / neither meet any SMART requirements.
- ☐ Stated outcomes and programmatic evaluation plans do not meet most SMART requirements.
- ☐ Stated outcomes and programmatic evaluation plans meet most SMART requirements and could easily be adjusted to meet all requirements.
- ☐ Stated outcomes and programmatic evaluation plans meet all SMART requirements.

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