

2018 DAC GRANT GUIDELINES

I. INTRODUCTION

The mission of the Drug and Alcohol Consortium (DAC) of Allen County 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.” 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 where 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 \$165,309 of funding from 2017 collections and \$26,645 carry over from prior years is available for qualified projects in the three designated outcome areas. The total available is approximately \$47,988 each in Justice, Prevention and Intervention. The largest grant given in 2017 was approximately \$13,090.00 and average grant awards were approximately \$4,221.00. 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) by clicking the Comprehensive Plan link.

Problem Statement #1: The use and abuse of alcohol, marijuana and prescription drugs by youth continues to be a problem.

Problem Statement #2: The use and abuse of alcohol, marijuana and prescription drugs by adults continues to be a problem in Allen County.

Objectives:

1. Promote and support organizations that use evidence-based prevention programs for children/youth, especially high risk children/youth and children of substance abusers, to prevent or reduce underage alcohol or drug use or exposure.
2. Support organizations and programs that incorporate collaboration.
3. Provide information and build skills in parents and youth through training and other education in decreasing risk factors and increasing protective factors regarding ATOD use and promote environmental initiatives that decrease drug and alcohol use/abuse: Reduction of access to prescription drugs, marijuana and alcohol (especially “training” drinks); Increased restrictions on youth-focused alcohol advertising; Educating the general public to secure prescription drugs and alcohol to reduce youth access.

4. Support efforts to increase social event monitoring and enforcement.
5. Support law enforcement with training and equipment to address alcohol and/or drug-related criminal activity.
6. Educate legislators and facilitate additional community involvement in legislative issues regarding drug and alcohol issues, especially in assessing and supporting limits on alcohol retail density and increasing consequences for the illegal use and distribution of prescription medication.
7. Support school-based alcohol and drug identification, prevention and intervention.
8. Support the development of youth advocates and peer educators.
9. Build the coalition using the SPF model by strengthening participation, dialogue and activities with shared tasks across the community.
10. Support services to underserved populations through treatment centers, recovery homes, and local organizations that aid in reducing barriers to access treatment.
11. Educate adults on safe alcohol consumption practices.
12. Develop and expand relationships with health care providers to determine the impacts of alcohol abuse.
13. Support requests from prevention, law enforcement and treatment professionals to receive DAC-funded evidence-based training/staff development.
14. Assist in the promotion of a minimum of two unwanted prescription take-back days annually and continue to promote the four permanent drop-off locations for unwanted prescriptions.

Requirements:

- Program services must include some combination of substance abuse information and ATOD prevention activities
- 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.

The 2017 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 2018 packets.
2. For technical assistance or clarification with regard to grant guidelines or application information, you may attend the **training workshop on Wednesday, March 7, 2018 at 10:00 AM** at the DAC office (532 West Jefferson Blvd, 2nd Fl). Please call 422-8412 to RSVP.
3. **The original completed application and fifteen copies are due Thursday, March 29, 2018. Completed applications must be turned in to or received by DAC office** (532 West Jefferson Blvd, 2nd Fl) **by NOON on that date.** Late applications will not be considered.
4. The **typed original and 15 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 2017 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 18th and April 25th**, which may include responding to specific questions posed by that Committee.
6. Applicants will be informed of their funding status by June 30, 2018.
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 an applicant receives an award notice they must comply with the requirements of the grant within 30 days, including submission of the memorandum of understanding and any other required documents. Failure to do so will be considered an automatic default.
- If the applicant fails to meet any of the requirements, they will not be eligible for a grant award for the following two years.

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
- Indiana Department of Education www.doe.state.in.us
- Indiana Prevention Resource Center www.drugs.indiana.edu
- Indiana Youth Institute www.iyi.org
- Substance Abuse and Mental Health Services Administration: www.samhsa.gov
- National Clearinghouse for Alcohol and Drug Information: www.health.org
- The Search Institute (the 40 development assets): www.search-institute.org
- American Society for Addiction Medicine: www.asam.org
- Office of Justice Programs: www.ojp.usdoj.org
- Office of National Drug Control Policy: www.whitehousedrugpolicy.gov
- National Association of State and Alcohol and Drug Abuse Directors: www.nasdad.org
- Join Together: www.jointogether.org
- Center on Addiction and Substance Abuse: www.casacolumbia.org
- Community Anti-Drug Coalitions of America (CADCA): www.cadca.org
- Drug Strategies: www.drugstrategies.org
- Central CAPT (science-based prevention): www.miph.org
- SAMHSA’s National Registry of Evidence-based Programs and Practices: www.nrepp.samhsa.gov
- Drug and Alcohol Consortium of Allen County (DAC): 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, 2018

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 page)
- C. Target Population/Clients (approximately ½ page)
 - 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 pages)
 - *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 page)
 - 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 page)
 - 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 page)

- 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 2017 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 office at (260)422-8412.