

**ANNE ARUNDEL COUNTY DEPARTMENT OF HEALTH
ALCOHOL AND DRUG ABUSE PREVENTION AND EDUCATION SERVICES
COMMUNITY GRANTS PROGRAM**

REQUEST FOR PROPOSALS

FISCAL YEAR 2011

The Community Grants Program awards grants between \$1,500 and \$15,000 to community groups that will promote alcohol and other drug prevention through the implementation of a Center for Substance Abuse Prevention (CSAP) model program.

The program also provides technical assistance on grant information.

ELIGIBILITY

To apply for the Community Grants Program, an organization must:

- be a community-based organization in Anne Arundel County and
- have nonprofit status or be willing to apply for nonprofit status and show proof of application.

PROGRAM EMPHASIS

The Community Grants Program helps to provide CSAP-approved model prevention programs to areas of the County or population groups that are currently underserved.

For more information, contact:

Heather Eshleman
Anne Arundel County Department of Health
Alcohol and Drug Abuse Prevention and Education Services
122 North Langley Road
Suite A
Glen Burnie, MD 21060
(410) 222-6724

**FISCAL YEAR 2011
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INTRODUCTION

Alcohol and Drug Abuse Prevention and Education Services (ADAPS) of the Anne Arundel County Department of Health announces the Fiscal Year 2011 Community Grants Program. Funds are offered to nonprofit community organizations in Anne Arundel County to implement one of the following model programs:

- Strengthening Families (See Appendix 1)
- Second Step (See Appendix 2)

Grant awards will include the purchase of a model program curriculum, staff training on the curriculum and funds for expenses.

GENERAL INFORMATION

To be eligible for the ADAPS Community Grants Program, an organization must be community-based, located in Anne Arundel County and working with persons knowledgeable of and from the community. Eligible organizations must also have nonprofit tax status (or show proof of application for that status).

To apply, an organization must:

1. Submit an application for one of the following model programs:
 - Strengthening Families (See Appendix 1)
 - Second Step (See Appendix 2)
2. Include letters of commitment if the organization will be working with another group or agency. Be specific as to the other group or agency's participation. (This could range from having the other agency's staff conduct the activity to using their facility to hold the activity or program.)
3. Designate one person to attend two semiannual meetings scheduled during the grant period. These meetings will provide information on grant reporting, evaluating the program or service and networking with other groups who receive grants.

Grant Requirements

The program should be in areas of the County or include populations in the County that are underserved by substance abuse prevention programs or services.

Applicants should include a description of their model program evaluation plan. Grantees must agree to administer provided model program pre- and post-tests and other reports.

Applicants will be required to submit budget, demographic and narrative reports for the grant year to the Anne Arundel County Department of Health's ADAPS. A final report will also be required at the end of the fiscal year. Grantees will be monitored for adherence to the model program. Applicants receiving funds must allow the evaluation of the project by external evaluators, as determined by the Anne Arundel County Department of Health. The evaluation activities will include (but are not be limited to) site visits, participant surveys and data collection.

Eligible Expenditures

Grant funds will be awarded for the 12-month period beginning July 1, 2010 and ending June 30, 2011. These funds cannot be used to replace money the organization is currently spending on other programs or activities and cannot be used for salaries.

The Review Process

A panel of reviewers representing both Anne Arundel County Government and community members will conduct the application review process. The decision to award funds of any amount will be based on the merits of the proposal and the grant history of the applicant. Applications will be examined for:

Program capacity	(25 points)
Evaluation	(15 points)
Target population	(10 points)
Long-term prevention approach/capacity	(20 points)
Clarity and feasibility of plan	(20 points)
Expertise of applicant	(10 points)

After the review of the community grants proposals, all applications will be rank-ordered and funds will be awarded until all monies are expended.

Previously funded grant programs that have not adhered to grant requirements will be penalized 10 points.

Application Deadline

All applications for the Community Grants Program must be mailed or hand delivered to Anne Arundel County Department of Health, Alcohol and Drug Abuse Prevention and Education Services, 122 North Langley Road, Suite A, Glen Burnie, MD 21060. **Applications received after 5:00 p.m., Friday, June 4, 2010, will not be considered for review. Faxed applications will not be accepted.**

Pre-Application Workshops

A pre-application workshop will be held on **Friday, May 7, 2010**, at 10 a.m. in Conference Room 131 at the Behavioral Health Building, 122 North Langley Road in Glen Burnie. Applications will be available at the workshop. **Applicants are required to attend the workshop.** Applicants who cannot attend the workshop must schedule an individual meeting with the Grants Administrator. To schedule a meeting or for additional information, call Heather Eshleman, Prevention Services, 410-222-6724.

**ANNE ARUNDEL COUNTY DEPARTMENT OF HEALTH
ALCOHOL AND DRUG ABUSE PREVENTION SERVICES**

COMMUNITY GRANTS APPLICATION

Fiscal Year 2011 Community Grants Program applications must be typed in English and must be single-spaced on 8½” by 11” paper. Applications must not exceed 10 pages, excluding appendices. Two copies should be submitted. Applications MUST follow the format below.

- 1) COVER PAGE (See Attached Form)
- 2) ABSTRACT/SUMMARY PAGE

The abstract provides a brief overview of the entire grant. It provides information which enables the reader to quickly identify the overall goal. The abstract should not exceed one-half page in length and should include

- name of applicant organization,
- type of organization,
- model program of choice,
- demographics of target population, including specific risk factors to be addressed, and
- locations for prevention program.

- 3) NARRATIVE

The narrative is the detailed descriptive portion of the grant application. It should completely describe all aspects of the project. It MUST include

- specific goals and objectives for the model program;
- a brief overview of the applicant organization and previous work or capabilities in the prevention field;
- identification of the risk factors to be addressed;
- a description of the target population including a summary of why this population was targeted;
- a plan of action that describes the project and includes start and end dates;
- a description of the evaluation process and outcome measures;
- information about the project staff including responsibilities, capabilities and an organizational chart;
- a description of facilities, equipment, services and other resources available to carry out the project and justify any requested resources; and
- identification of all other sources of funding which will be used to carry out the project.

4) BUDGET

The budget request form must be filled out completely (see attached). For each category, list the dollar amount to be used. Also, a budget narrative page should be included explaining how funds will be used. Identify all available resources including in-kind contributions, other sources of support and volunteer labor hours. Funding requests should be within the range of \$1,500 and \$15,000.

5) APPENDICES

The appendices should include

- proof of nonprofit status,
- resumes for key staff and consultants,
- letters of support,
- proof of liability insurance,
- letter stating that background checks will be performed on all program staff, and
- proof of good standing with the Maryland Department of Assessments and Taxation.

Do not enclose any photographs, exhibits or other materials that you want returned. ADAPS cannot be responsible for these materials. All materials submitted under the grant application become the property of the ADAPS office.

All applications must follow the format described above. If the nature of the funding request renders any part of the application non-applicable, it should be noted in the body of the application.

**ANNE ARUNDEL COUNTY DEPARTMENT OF HEALTH
ALCOHOL AND DRUG ABUSE PREVENTION SERVICES**

Program Budget

Organization: _____

Organization Address: _____

Contact Person: _____

Contact Phone: _____

OTHER SOURCES OF DIRECT FUNDING

Line items may <u>not</u> be changed	ADAPS Funding Request	Private Funding Request	Local Government	Fed/State or Other Agency	Total Program Budget
Consultant					
Meeting/activities space rental					
Food					
Background checks					
Insurance					
Utilities					
Equipment					
Telephone					
Childcare					
Transportation					
Office supplies					
Program supplies					
Postage					
Printing (handbooks, worksheets, other)					
Incentives					
Miscellaneous (describe)					
<u>TOTAL</u>					

**FY 2011 COMMUNITY GRANTS PROGRAM
APPLICATION COVER PAGE**

Please check one:

_____ **Strengthening Families**

_____ **Second Step**

ORGANIZATION _____

CONTACT PERSON (1) _____ TITLE _____

CONTACT PERSON (2) _____ TITLE _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____ FAX _____

E-MAIL ADDRESS _____

SIGNATURE _____

IS YOUR ORGANIZATION COMMUNITY-BASED? YES NO

DOES YOUR ORGANIZATION HAVE NONPROFIT STATUS? YES NO

DATE OF NONPROFIT STATUS _____

DATE OF APPLICATION FOR NONPROFIT STATUS _____

FEDERAL IDENTIFICATION NUMBER _____

Appendix 1 Strengthening Families Program Overview

	Strengthening Families
Program Web Site	www.strengtheningfamiliesprogram.org
Target Population	Youth ages 6-11 and their parents
Focus/Goal	Family skills
Key Outcomes	Reduction in child risk status Improved family relationship
Key Strategies	Parent training Social skills, communication skills and coping skills for children and parents
Staffing Needs	A Program Administrator Four instructors to teach the curriculum
Staff Training Requirement	Two full days of training for program staff
Sample of Lesson Topics	Rewards Communication Family Meetings Setting Limits
Session Time/Duration	14 weeks in duration with each 3-hour session. First hour is a family meal. During the second hour, parents and children separate into a parenting class for adults and a life skills group for the children. Third hour is a session for the family.
Parental Involvement	Parents must attend all program sessions and do homework with their children.
Ideal Settings	Can be implemented in any setting where parents and children can participate. Was originally implemented in a community mental health drug outpatient treatment program.
Evaluation Tool	Retrospective post-test. In either week 13 or 14, adult participants complete a post-test on child behavioral indicators. The post-test has two lines in front of each question so parents can respond to the child's behavior both before and after the program.
Research Groups	Has been tested with African-American, Hispanic and other minority populations. It has been tested in urban areas (Detroit, cities in Utah) and rural areas (Alabama, Iowa).

Appendix 2 Second Step Program Overview

	Second Step
Program Web Site	www.cfchildren.org/programs/ssp/overview
Target Population	Ages 11-15
Focus/Goal	Violence prevention
Key Outcomes	Teaches empathy, impulse and anger management/control Provides environment for modeling, practice and reinforcement of social skills
Key Strategies	Teaches how to deal with emotions, resist impulsive behavior, resolve conflict, solve problems and understand the consequences of actions
Staffing Needs	A Program Administrator At least one instructor to teach the curriculum
Staff Training Requirement	One full-day training for program staff
Sample of Lesson Topics	Reducing Labeling and Stereotyping Dealing with Peer Pressure Handling Stressful Emotions Setting Goals
Session Time/Duration	One 50-65 minute lesson per week <ul style="list-style-type: none"> ▪ Level 1 (sixth grade): 15 lessons ▪ Level 2 (seventh grade): 8 lessons ▪ Level 3 (eighth grade): 8 lessons
Parental Involvement	Parents participate through weekly homework assignments.
Ideal Settings	Originally implemented in the school setting but can be done in after-school programs, community centers, etc., as long as the youth have consistent attendance.
Evaluation Tool	Pre-test before the program is administered. Post-test after the program is completed. After the program is purchased, the pre- and post-tests are available free of charge by calling the toll-free number.
Research Groups	Tested mostly with elementary school students in urban, rural and suburban populations. Studies have not been done with specific racial/ethnic groups.