

Hancock County Community Partnership Guidelines for Wellness Grants (Prevention and Education)

The Hancock County Community Partnership is pleased to make available funds from the Hancock County Board of Alcohol, Drug Addiction & Mental Health Services (ADAMHS) for local wellness efforts. These funds may be used for programs/projects that address substance abuse prevention and education, mental health prevention and education, or related issues. Substance abuse programs/projects must be consistent with the Life Time Risk Reduction model of prevention, as well as any standards set forth by the Ohio Department of Alcohol & Drug Addiction Services. Mental health programs/projects must be consistent with the Asset Model, as well as any standards set forth by the Ohio Department of Mental Health. All grants must support the Mission Statement of the Hancock County ADAMHS Board.

Eligibility: Only those grant applications that clearly illustrate benefits to the residents of Hancock County will be considered. In addition, grant applications must follow the Grant Guidelines provided by the Community Partnership. Faith-based organizations receiving Community Partnership awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive awards. The Community Partnership grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it can not occur during an activity funded with Community Partnership grant funds; rather, such religious activity must be separate in time or place from The Community Partnership funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by The Community Partnership are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

For Prevention & Education of alcoholism/drugs, the model adopted by the Community Partnership and provider agencies is the **Life Time Risk Reduction Model**. This model clarifies for people the disease of alcoholism. The model also articulates the various factors (biology, psychology, and social factors) that influence a person's use and the effect of that use. These factors when combined with education on the frequency and quantity of alcohol/drug use, teaches the difference between high and low risk choices. The model provides a no-use message to minors and a harm reduction message to those adults who choose to drink. For individuals addicted to illegal/non-prescriptive drugs, the goal is abstinence.

For education around mental health, the model adopted by the agencies is the **Asset Model**. This model articulates internal (e.g., self respect) and external (parental monitoring) assets that children need to thrive. Research has shown the more assets a child has in his/her life, the greater the chances are that they will not make high risk choices around sexual activity, drug use, and school failure. In addition, education efforts are offered to the general public that are aimed at reducing stigma and increasing awareness of existing programs and how to access help.

Grants of \$10,000 or more shall require a written contract between the Grantee and the Hancock County ADAMHS Board.

Deadlines for Grants: Grant applications are available at any time throughout the year. Grant applications shall be reviewed and grants awarded on a quarterly basis, using the following schedule:

Application Deadline	Committee Review	Grant Awards
July 15	August	September
October 15	November	December
January 15	February	March
April 15	May	June

Grant Review: All grant applications shall be reviewed by the Grant Review Committee of the Community Partnership. The Grant Review Committee shall recommend grant awards to the Community Partnership Council, which shall act upon the Committee's recommendation. This action shall be reported to the Hancock County ADAMHS Board.

Monitoring & Evaluation: All grants shall be monitored and evaluated by the Community Partnership. The Hancock County ADAMHS Board and Community Partnership should be referenced as providing funding in all promotional efforts, as well as during any specific programs resulting from a grant award.

General: The following guidelines should be utilized in submitting a grant proposal:

- All proposals must be typed or legibly printed in black or blue ink.
- All proposals must contain a cover page including the name of the project/program to be funded; name and address of the grant applicant (i.e., organization, school, etc.); name and telephone number of a contact person; and amount of the request.
- Requests for financial support from other sources during this funding cycle must be acknowledged. A list of the other sources, the amount you have requested from them and the status of the applications will be sufficient.
- Limit the amount of attachments (flyers, manuals, order forms, etc) by including the information in the grant proposal. Grant proposals must be reproduced for Grant Review Committee members and non-essentials will be eliminated.
- Letters of support/endorsement are helpful but not required. A cover letter from the grant applicant that references support from other sources would also be acceptable.
- Examples of items that will be considered for funding include, but are not limited to: honorariums for speakers, resource materials, media or advertising efforts.
- Examples of items that will not be considered for funding include, but are not limited to: utilities, mortgage payments, taxes, and membership fees.

HANCOCK COUNTY COMMUNITY PARTNERSHIP GRANT APPLICATION GUIDELINES

I. Summary of Project/Program

Briefly describe the project/program for which you are applying. (Attach brochure, course description, etc. if available.) Include the population to be served, the estimated number of persons to be affected by each project/program and the expected results of the project/program. Clearly define how this project/program will help to effectively promote the Life Time Risk Reduction, the Asset Model of prevention and/or the Ohio Department of Mental Health or the Ohio Department of Alcohol & Drug Addiction Services standards for prevention and education. For additional reference material view either Departments websites at www.odadas.ohio.gov/public/ or www.mh.state.oh.us

II. Collaboration

Does this project/program involve collaboration with other agencies, individuals, systems, etc.? If so, explain how and with whom.

III. Problem Statement

Describe the problem(s) that the project/program seeks to eliminate. Provide relevant facts, figures and statistics. This portion of the proposal must demonstrate some research in order to determine familiarity with the problem and methods to resolve the

problem. Examples of acceptable research methods include, but are not limited to: literature reviews; key informant interviews; information extracted from needs assessments and strategic plans; statistics from appropriate agencies, etc. Include an explanation of how the project/program is consistent with the Mission Statement of the Hancock County ADAMHS Board and addresses (where applicable) Board-designated priority populations.

IV. Goals & Objectives

Describe the goals of the project/program and the objectives that accompany each goal. Objectives must be stated in measurable terms.

V. Budget/Budget Narrative

Provide an itemized budget for the project/program and a brief narrative explaining how costs are determined. For requests to fund multiple projects, the budget should show the expenses allocated for each project/program. The budget should show both grant funding and match funding, if applicable. The narrative should show a breakdown between the grant and match funding, and identify the source(s) of matching funds. Matching funds may be provided in the form of in-kind support. The budget should state funding cycle of the program. No more than four quarters will be funded per grant application. Applications for programs will not be received if the program is more than one year away.

VI. Future/Continuation Funding

Describe how the project/program will continue to be funded at the end of the grant period.

VII. Project/Program Evaluation

Describe how the project/program will be evaluated for effectiveness. Identify how the evaluation activities are related to the project/program goals and objectives. The evaluation should include methods to measure outcomes as a result of the proposed project/program. For example, what is the program designed to accomplish or what are the specific results anticipated? How do you plan to measure those accomplishments/results?

VIII. Reporting Requirements

A final report must be submitted to the Community Partnership office at least forty-five days after the project/program has been completed. The following information should be included in the reports:

- A. Number of persons affected and units of service provided.
- B. Budget expenditures (For requests to fund multiple projects, the budget should show expenditures of each project/program).
- C. Evaluation results.
- D. Progress on and evaluation of Goals & Objectives.
- E. Narrative which may include any project/program highlights or problems which were encountered. Include "lessons learned" and any changes that occurred as a result. Also indicate if project/program is believed to be a priority for continued funding.

Adopted April 2004
Revised May 2009

For Informational Purpose Only

GRANT REVIEW RECOMMENDATION AND SCORING FORM

Each grant application shall be scored according to its performance in the categories listed below. Weights ranging from 0 (low) to 5 (high) and "N/A" shall be assigned to each category, with "N/A" assigned to the category (ies) not applicable to a specific grant application. Each category shall be scored separately.

Proposal Title _____		Applicant _____		
<u>Category</u>		<u>Yes</u>	<u>No</u>	<u>Weight (0-5,N/A)</u>
LRR and Asset Model of Prevention/ ODMH/ ODADAS Standards		___	___	___
Summary		___	___	___
* Target population/ Number of persons affected				
Collaboration		___	___	___
Problem Statement		___	___	___
* Documentation				
* ADAMHS Board				
Goals & Objectives		___	___	___
* Clearly stated goals/ Measurable objectives				
Budget/Budget Narrative		___	___	___
* Clearly identified use of funds / itemized costs				
* Matching funds - if applicable				
* Clearly identified sources of funds - if applicable				
Future/Continuation Funding		___	___	___
Project/Program Evaluation		___	___	___
* Evaluation plan/ Relative to goals & objectives/ Outcome measures				
		TOTAL SCORE		___
___ Recommended for funding				
___ Not recommended for funding				
___ Recommended for funding with the following conditions: _____				

Reviewer Comments: _____				

Reviewer: _____ Date: _____