



## **ANNOUNCEMENT OF FUNDING AVAILABILITY**

**ISSUE DATE: OCTOBER 11, 2022**

### **UNDER 21 SUBSTANCE USE PREVENTION ACTIVITY MINI-GRANTS**

**APPLICATION DEADLINE: NOVEMBER 14, 2022, BY MIDNIGHT.**

#### **1. ABOUT THE COALITION**

Since January 2013, Montgomery County Department of Health and Human Services has awarded a contract to the Montgomery County Collaboration Council for Children, Youth and Families, Inc. to create a county-wide coalition to address the illegal and underage use, misuse and overuse of substances that include, but are not limited to, alcohol, opioids and other prescription drugs.

Members of the Montgomery County Prevention Alliance (MPCA) work together to deliver activities that:

- Address change in the social environment by promoting community norms and public policies that decrease substance use.
- Build the capacity of those who work with youth and young adults to deliver prevention services.
- Reduce risk factors and increase protective factors among youth and families by providing substance use prevention, education, and outreach programs and services.

Thus, it is the responsibility of the Collaboration Council to manage the Under 21 Substance Use Prevention Activity mini-grants for the current fiscal year.

#### **2. PREVENTING UNDERAGE SUBSTANCE USE**

Though progress is being made, underage substance use and misuse remains prevalent among youth and young adults in the United States. According to the 2018 National Survey on Drug Use and Health (NSDUH), approximately 2.2 million adolescents aged 12 – 17 years reported drinking alcohol in the past month, 1.2 million adolescents aged 12-17 were past month binge drinkers, and approximately 131,000 adolescents aged 12-17 were heavy drinkers. Besides being illegal, underage alcohol use can lead to other risky and dangerous behaviors, which can seriously inhibit the ability for youth and young adults to grow into productive and healthy adults. While alcohol, tobacco and marijuana are the most commonly used drugs among youth and young adults in the United States, the rate of nonmedical use of prescription opioids (NMO) and over-the-counter (OTC) medications has seen a decline, but remains a concern.

According to the US Department of Health and Human Services, Office of Adolescent Health, prescription drug misuse (e.g., NMO and OTC) is among the fastest growing drug problems in the United States. In 2018, 2.8 percent of adolescents aged 12 to 17 reported misusing opioids over the past year. The National Institute on Drug Abuse (NIDA) reports that the prevalence of prescription opioids and OTC medications use among adolescents may be a result of the common misperception that because they are medically prescribed by physicians, then they are safe even when not used as prescribed.

Prevention is a proactive process that empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing conditions that promote healthy behaviors and lifestyles. The Substance Abuse Prevention Program within the Montgomery County Department of Health and Human Services envisions that Montgomery County residents will have access to quality prevention and health promotion services, and all people will be educated in ways that will improve and maintain good prevention

practices for themselves and their families.

### **3. UNDER 21 MINI-GRANTS BACKGROUND**

Funded by Montgomery County government, the overall purpose of the mini-grants is to support underage and illicit substance use prevention activities throughout Montgomery County. Funds must be used to provide primary prevention activities directly serving youth who are at risk for substance misuse and/or overuse.

The mini-grants are intended to be combined with other local funds for community-based substance use prevention activities for youth under the age of 21. This application provides the opportunity for community groups to apply for funds to partially support their planned activities.

#### ***Eligible Applicants***

Community-based groups that are incorporated or have at least a two year history of operations (planning and decision-making group) that would provide assurance of likely successful program implementation and fiscal management.

**Only one application per group can be submitted.**

### **4. MINI-GRANT PROGRAM ACTIVITIES**

**Population(s) to be served:** Middle/high school-aged youth or older youth who are under 21 years of age.

#### ***Eligible Activities***

- Grant-supported activities can help to support single events or ongoing programs.
- All activities must occur outside of the school's instructional periods. Before and/or afterschool, lunchtime, early dismissal, school holidays and weekends are acceptable times.
- All activities must have an educational component addressing the issue(s) of underage alcohol use, illegal use of marijuana, over-the-counter drugs, and/or prescription drug misuse. The focus can be on one or more substances.
- Prevention education activities can be held in person or via virtual platforms (e.g., Zoom, Microsoft Teams, etc.).
- **All activities must show evidence of youth involvement in the planning and/or implementation of the substance use prevention activity.**
- Adequate adult supervision must be provided for direct service activities by screened and trained adults.
- The minimum ratio of adults to students must be 1:10 for all age groups.
- Activities must encourage youth to creatively outreach to their parents and families about program activities and education.

#### ***Ineligible Expenses or Activities***

- Funding cannot be used to rent equipment for post prom or graduation events that support gambling-like activities. You may have such equipment but it must be paid via other funding sources.
- Funding cannot be used to develop a curriculum or create educational brochures.
- Funding cannot be used for poster or video contests.
- Funding will not support activities that are only surveying youth.
- **SALES TAX CANNOT BE REIMBURSED.**

### **Implementation Time Line**

Expenses incurred for projects funded via these grants **must begin after January 1, 2023 and conclude by May 31, 2023.**

### **Evaluation**

All activities supported by the mini-grants must have identified the **number of youth to be served and how the activities will lead to a positive impact on participating youth with regard to substance use prevention.** Grant recipients must collect information to measure participation and outcomes.

### **a) MINI-GRANT BUDGET**

**Grant Amount.** Requested grant funding must be at least \$500 and no more than \$2,000.

**Matching Requirement.** Community groups applying must contribute matching funds of at least 30% of the amount requested. *(For example, an application for \$2,000 must show a match of \$600.)* These matching funds can be other funding or financial sources or in-kind contributions. In-kind contributions can include facility costs, donated goods, chaperone costs, entertainment costs, volunteer time, or other services. You may charge admission (encouraged). Applications which do not meet this match requirement will not be considered.

**Total Activity Budget.** When combining the grant funding and applicant's match, the total budget for the activity can exceed \$2000, but only a maximum of \$2000 can be charged to the grant.

**Payment.** Payment of grant funding will be on a reimbursement basis. Upon submission of evidence of grant expenditures and the required invoice, payment will be made. There will be no advances.

### **b) FURTHER INFORMATION BEFORE SUBMITTING AN APPLICATION**

- Two optional informational meetings will be offered on **Tuesday, October 18, 2022 at 11:00 AM and at 3:00 PM via Zoom.** You must send an email to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org) with **Under 21 Mini-Grant Informational Meeting** in the subject line by close of business on **Monday, October 17, 2022**, and please include the name(s) and email(s) of those attending as well as the preferred meeting time. A link to the meeting will be sent to each attendee upon receipt of email.

**Note:** Information will be provided that clarifies the application content and process. No guidance will be offered on the activity to be proposed.

- All questions must be emailed to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org). Include **FY23 Under 21-Mini-Grant** in the subject line. No questions will be taken over the phone. Deadline for submitting questions is by close of business on **Friday, October 28, 2022.**

### **c) SUBMISSION PROCEDURES:**

**All Mini-Grant Applications must be submitted using the Online Application Form. Please click on the link provided.**

- The deadline to submit your application is **Monday, November 14, 2022 by midnight.**
  - **Note:** Applications received after this date and time will not be accepted and will remain unopened.
- The identified applicant's contact person will be notified via email receipt of application no later than **Tuesday, November 15, 2022.**

**The application form has been divided into three (3) parts:**

- Cover Page/Applicant Information (Part 1)
- Budget/Financial Information (Part 2)
- Program Narrative (Part 3)

Important: Please note that all the fields with \* are mandatory and must be completed before submission.

**All Mini-Grant applications must be submitted using the Online Application Form. Please click on the link provided below.**

#### **5. APPLICATION REVIEW AND AWARD PROCESS**

A team of representatives from the Collaboration Council, Montgomery County government and a coalition member will review all qualified applications. Factors that will be considered include: clarity and quality of the application in achieving the Under 21 Mini-grant intentions; ensuring that a variety of types of activities are funded with geographic distribution across the county. **Prior grantees who failed to submit copies of expense receipts and/or a project summary are not eligible to apply.**

All applicants will receive notice of their grant award status no later than **Friday, December 9, 2022**. No debriefing will occur.

#### **6. EXPECTATION OF GRANTEES**

**All grantees will be required to:**

- ***Attend a mandatory*** virtual meeting at a date and time that is established at the time of grant awards. This meeting will review invoicing and reporting procedures as well as provide guidance on evaluation activities. **Anyone who fails to attend this meeting will forfeit their grant award.**
- Have procedures in place that monitor and account for grant funds so that the required invoice and documentation will enable reimbursement.
- Submit a program report using a format to be provided, with the acknowledgement that information can be circulated publicly.
- Submit an invoice cover page with corresponding documentation using a format to be provided.

#### **Contact Information:**

Please send any and all questions by email to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org). Include **FY23 Under 21-Mini-Grant** in the subject line. No phone calls please.

**Click on link below to complete the FY23 Under 21 Mini-Grant Online Application.**

Link to complete the FY'23 Under 21 Mini-Grant Online Application:

<https://form.jotform.com/222825555086057>