

## Regional V Systems

### Prevention Mini-Grant Review Standards

#### General Application Guidelines

The purpose of the mini-grants is to build community capacity to support and sustain substance abuse prevention efforts throughout southeast Nebraska. Requests, such as the following, that include collaboration and partnership building will be given special consideration:

- Ask for "seed money" for innovative, new ideas and pilot projects
- Include plans for sustainability
- Propose outreach to rural and ethnic minority populations

#### Grant Cycles

- Summer: April through July
- Winter: September through November

All applications for Region V mini-grants should include:

#### Narrative

- Be specific, detailed, and concise throughout your application.
- Specify which substance abuse prevention intervention strategy or strategies your application addresses.
- Clearly identify the problem or need your application addresses or the community strengths it builds upon. Use data to back up your statement of need or strength.
- Describe the impact your proposed project will have on the entire community.
- Describe the projected outcomes that clearly illustrate how project participants will benefit.
- Include a plan for project follow up or evaluation.

#### Budget

- Detail project income and expense and specify any local support/collaboration.
- Clearly link all budget requests to information provided in the narrative section of your application.
- Include information about any/all local support obtained for the project, including detailed description of in-kind contributions.
- Describe how your project will be sustained beyond this project period (if applicable).
- Include cost comparison information for any requests to purchase goods or services (e.g., van rental vs. mileage reimbursement, Camp XYZ vs. Camp ABC).

**NOTE: Applicants seeking Region V mini-grant funding must request technical assistance as directed. Technical assistance contacts are required to be eligible for funding. No project will be fully funded by a mini-grant, so in-kind and matching dollars are encouraged.**

#### Substance abuse prevention activities that will receive higher priority include:

- Projects involving partnerships and collaborations
- Initiation of new and innovative ideas, pilot, and demonstration projects

- Outreach to rural and minority populations
- Projects that include sustainability plans
- Environmental strategies
- Media advocacy/social marketing

**Substance abuse prevention activities that are considered a lower priority include:**

- State/regional youth retreat registration fees
- Speaker reimbursements
- Youth and adult travel costs

**Not eligible for grant review:**

- Grants to individuals or schools (though school clubs or organizations may apply through a parent organization or a foundation)
- Support for organizations that discriminate in any way (gender, ethnicity, etc.)
- Reimbursement for intervention services, i.e. drug kits or drug testing
- Travel expenses for entertainment-related activities
- Support for agencies receiving Region V Prevention funding

**Allowable Costs Guidelines**

Although they are not necessarily high funding priorities, the Region places these restrictions on expenses that are sometimes requested:

**1) State/Regional Retreats**

- No more than 50 percent of individual registrations fees for no more than 10 youth. Special funding will be considered on an individual need basis.

**2) Speaker Fees and Honoraria**

- No more than \$500 per speaker.

**3) Videos, Books, and Curricula**

- Any videos, books, or curricula purchased with mini-grant dollars are the property of Region V and may be retained for a period of one year when they are returned to Region V and maintained as library resources available for checkout by all Region V Communities.

**4) Food and Giveaways**

- Substance abuse Prevention Block Grant funds **do not allow** for food, t-shirts, or giveaways with any activities/strategies requesting funding.

**5) Promotional Materials**

- Promotional Materials—up to \$250, which must be matched locally. Requests must be specific and include an explanation of what is being purchased and why/how it is relevant to ATOD prevention. This **does not** include food or giveaways.
- Unless special circumstances apply, products purchased with mini-grant dollars allocated cannot be sold.

**6) Six Federal Strategies**

- With any alternative activity provided throughout the coalition, there needs to be an educational component regarding ATOD (Alcohol, Tobacco, and Other Drugs).