

REGION 5 SYSTEMS
PREVENTION MINI-GRANT APPLICATION INSTRUCTIONS
WINTER 2025

GENERAL INFORMATION

Applicants must review the enclosed Mini-Grant Review Standards when completing proposal. The grant process begins in November with the grantee spending beginning after Regional Governing Board approval on November 10, 2025. Applicants will have one calendar year from award date to expend the mini-grant funds. Priority consideration will be given to proposals which build toward a comprehensive community prevention approach. A comprehensive approach includes:

1. Inclusion of one or more prevention strategies. These strategies include information dissemination, prevention education, alternative activities, community-based process and environmental issues, and
2. Inclusion of community systems, as appropriate, in prevention planning or activities. Examples of these systems may include law enforcement, justice system, social services, families, schools, youth, etc. Activities designed for a specific population must include that population in the planning process, and
3. An ongoing planning process to address future needs.

One-time events will be considered only when they are part of a coordinated effort which also includes ongoing prevention activities.

To be considered eligible for a grant award, applicants must request and receive technical assistance from the Prevention Director prior to submission of the application. You must contact the Prevention Team by September 26, 2025 to schedule technical assistance (Sandy Morrissey 402-441-4368, smorrissey@region5systems.net or Kayla Lathrop 402-441-4346, klathrop@region5systems.net).

ELIGIBILITY INFORMATION

If more than one application is received from a locality or geographic area, submitting groups may be asked to combine their efforts into one application. However, Region 5 Systems may grant more than one award in the same area if economic, cultural, or geographic circumstances justify.

Schools are ineligible to be either the applicant group or sponsoring organization. The intent of these grants is to be community based. However, the school system is encouraged to participate in project planning and activities. Affiliated school organizations, such as PTAs and PTOs, are eligible to apply for funding.

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Organizations or agencies that are currently receiving any funds from Region 5 Systems are not eligible to sponsor Region 5 Systems' mini-grant applications at this time. (This does not include former Region 5 Systems mini-grant recipients.) Reimbursement can be made only to a non-profit entity with a Federal Identification Number. This may be your applicant group or another sponsoring organization. Applications submitted without a Federal Identification Number may not be considered for mini-grant funding.

REVIEW INFORMATION

Application selections will be based on the outcomes of the proposed programs on alcohol and other drug prevention for communities. Applications must be sufficiently clear and descriptive for reviewers to determine the impact of the proposal.

Criteria for outcomes include:

- 1) Comprehensive approach,
- 2) Use of research-based principles/strategies (see "Preventing Drug Use" booklet, enclosed), and
- 3) Clear outcomes of proposed activities.

In addition, the following priorities will receive first consideration for funding:

- 1) Parenting Empowerment,
- 2) Environmental Efforts (e.g., responsible beverage service, policy change, and workplace activities), and
- 3) Education/alternatives for youth, including higher-risk populations.

You have received an "Activity Worksheet," (Section II), and an "Expense Worksheet," (Section IV). **Please copy and complete one of each worksheet for each program/activity for which funding is requested.**

- Community contributions are encouraged. In order to ensure the most efficient use of funds awarded, Region 5 Systems will review the budgets of approved programs for unallowable costs. Awards will be reduced accordingly. Unallowable costs include, but are not limited to, purchase of equipment and personnel costs. Substance abuse Prevention Block Grant funds **do not allow** for food or giveaways with any activities/strategies requesting funding.

Participant's mileage will only be reimbursed when clearly justified as needed for program success. (Mileage for a speaker/consultant may be an allowable expense).