

Regional 5 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:

Priority will be given to:

- "Seed money" for innovative, new ideas and pilot projects. Funding is also available for expansion of projects in progress.
- Must include plans for sustainability
- Propose outreach to rural and ethnic minority populations
- Youth are encouraged to apply

Grant Cycles

- Summer Cycle:
Application Process; April through July – grant funding available July through June.
- Winter Cycle:
Application Process; September through November – grant funding available November through June

All applications for Region 5 Systems 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).
- Mini-grants requests cannot exceed \$3,000. If request is for a Social Emotional Learning curriculum or student evaluation program, mini-grant requests cannot exceed \$1,500 per program, per school.

NOTE: Applicants seeking Region 5 Systems mini-grant funding must request technical assistance as directed. Technical assistance contacts are required to be eligible for funding. 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
- Evidence-based programming (EBP) or expansion of an EBP.
- Media advocacy/social marketing/all media requires a funding statement as well as approval of the media piece prior to publication in communities.

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 5 Systems Prevention funding

Allowable Costs Guidelines

Although they are not necessarily high funding priorities, Region 5 Systems places these restrictions on expenses that are sometimes requested:

1) State/Regional Trainings

- 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 5 Systems and may be retained for a period of one year when they are returned to Region 5 and maintained as library resources available for checkout by all Region 5 Systems 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 is an allowable expense. Funding is only allowed for the promotion of an ATOD prevention activity/program. This **does not** include food or giveaways.

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).

P:\Mini-grant\Permanent File\First Mailing\Review Standards Revision 03-2022.doc