Application

GRANT PROGRAM EXPLANATION

Virginia ABC's Alcohol Education and Prevention Grant program will assist community partners in developing and enhancing initiatives related to alcohol education and prevention.

HOW TO APPLY:

- Complete the *mandatory* online "Grant Applicant Pre-Training" via our website at https://www.abc.virginia.gov/education/grants.
- This application is a fillable PDF with a font size of 9 pts. Do not exceed the space provided in each field. Unrequested attachments will not be accepted.
- Submit your completed application via email to education@abc.virginia.gov by April 1 at 5 p.m. You will receive an acknowledgment within one business day. If you do not receive an acknowledgement within one business day, please call (804)-977-7440.
- You must complete training per each new fiscal year that you apply for a grant, even if you are a returning applicant.

ELIGIBILITY: *(Incomplete or late applications will not be considered.)*

- Grant requests are limited to a maximum of $10,000.
- Virginia ABC reserves the right to partially fund proposals by funding portions or phases of a proposed program.
- Virginia ABC reserves the right to make no awards, fewer awards, or more awards than expected.
- Programs should be innovative with a long-lasting impact and/or establish and encourage partnerships between organizations.

FOCUS AREAS:

- Virginia ABC will only consider grant applications for programs that meet one or more of the following priorities:
    - Underage drinking prevention
    - Social providing or social hosting prevention
    - High-risk drinking prevention

GRANT CONDITIONS:

- All publicity information, educational material and any other products developed for an awarded program must have prior approval from Virginia ABC.
- Materials must include the following acknowledgement: *This program is made possible through a grant funded by the Virginia Alcoholic Beverage Control Authority. The opinions expressed do not necessarily represent the views of Virginia ABC.*
- Grant recipients must sign and return the Grant Agreement prior to the disbursement of any funds.
- Disbursement will be in two installments, mailed after Award Acceptance is received and after Interim Progress Report is received and favorably reviewed.

Funds may be used for:	Funds may NOT be used for:
Program planning, development, implementation and coordination costs including:	

Funds may be used for:	Funds may NOT be used for:
• Instructional materials and supplies	• Personnel salaries, FICA and fringe benefits
• Equipment used specifically for prevention efforts	• Operating expenses
• Speaker/trainer fees	• Stipends and consultant fees
• Printing, postage and media services	• Indirect cost or general conference attendance expenditures
• Overtime law enforcement efforts	• Travel and lodging expenses
• Purchases of food/beverage (limited to 10 %; state per diem)	• Supplies and other expenses not directly related to the project
• Promotional items for program participants	

Reporting Requirements:

- Awardees are required to report all grant-related activities to Virginia ABC.
- An Interim Progress Report is due via email to education@abc.virginia.gov by December 10 at 5 p.m.
- A Final Progress Report is due via email to education@abc.virginia.gov by May 15 at 5 p.m.
- All reports must be filed using Virginia ABC Education and Prevention Grant Report form (furnished upon grant award).
- Reporting for a previous grant year must be complete to receive a grant in a new cycle.

(Failure to meet any of the above stipulations may hinder future funding opportunities.)

SELECTION CRITERIA:

- Applications will be evaluated by a grant review committee using a specific sequence of selection criteria.
- The point value for each portion of the application is listed in parentheses following the heading.
- Late applications will not be considered.

NOTIFICATION OF GRANT AWARD:

- Applicants will be notified of grant award or denial via email by May 25.

ORGANIZATION INFORMATION

Organization Name:

Organization Address:

Organization Phone:

Organization Website:

Organization Social Media:

Organization Mission (*If you are part of a larger organization (i.e. university), discuss your direct office's/department's mission below):

Organization Goals:

Organization Prevention Priorities:

Organization Type:

☐ Coalition	☐ Non-Profit	☐ Law Enforcement
☐ Faith-based	☐ School/Educational	☐ Other:

PROJECT COORDINATOR INFORMATION
(THIS IS THE PERSON THAT WILL SERVE AS THE MAIN CONTACT FOR THE DURATION OF THE GRANT CYCLE)

Name:

Title:

Address:

Phone:

Email:

Please list any additional key staff involved with this project and their role(s):

Check here to certify you completed the *mandatory* "Grant Applicant Pre-Training" online session.

PROJECT PROPOSAL
40 POINTS

Project Name:

Project Focus Area:
- ☐ Underage drinking prevention
- ☐ Social providing or social hosting prevention
- ☐ High-risk drinking prevention

Project Start Date:

Project End Date:

Requested Amount of Funding:

If you are using evidence-based practices within this project, please list the practice(s) that you are using:

List all partnering organizations that will support the proposed grant project.

Check here to certify that attached with your application are Partnership Agreement Letters from each organization that will *directly* participate in the proposed project, provide donations and/or those needed to make your project happen. *(Letters must be on the partnering organization's letterhead and include the date and supporter's signature.)*

Needs Assessment:
(Please describe the need for your project and include current local data specific to your project.)

(Please describe the need for your project and include current local data specific to your project.)

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Project Description:

(In narrative format, provide an overview of your project from start to finish being sure to explain collaborative efforts and scheduled activities.)

Project Approach:

(Granted projects must have a strategic approach. Therefore, please describe your goals, objectives, problem, strategy, targ et audience, person(s) responsible, start date, and end dates using the guide below. Due to the complex nature of prevention we have provided you space to summarize your project with three goals with each one having three objectives, while each objective provides space for three problems and their accompanying strategy. The project approach does not need to consist of three goals and/or objectives as long as you accurately cover all activities, goals and objectives related to your project.)

Example:

Goal #1:	To increase the percentage of underage students who choose not to drink alcohol.				
Objective A:	60% of students will report not consuming alcohol within the past 30 days.				

Problem	Strategy	Target Audience	Person(s) Responsible	Start Date	End Date
Implementing programming in high schools without buy-in from students can be difficult and less effective.	Assist peer leaders in developing a strategic plan to implement drug and alcohol prevention programming in their school or community.	High School Students	Project Staff, High School Student Leaders	7/1/16	11/15/16
According to Erik Erikson's psychological stages of development, adolescents are in a stage of finding their identity and as such do not like to be forced into any such identity. Therefore, high school students are not as likely to do what they hear is right unless they have tried it or are influenced by others their age.	Teach high school leaders the skills needed to address common issues amongst their peers.	High School Students	Project Staff, High School Student Leaders	9/15/16	6/1/17
In a perceived norms study conducted last school year, 55% of students believed that at least 80% of their peers regularly drank alcohol every weekend.	Develop social norms marketing campaign with posters, social media posts and other materials that communicates accurate information about student drinking levels.	High School Students	Project Staff, High School Student Leaders	1/15/17	6/1/17

Goal #1:	

Objective A:	

Problem	Strategy	Target Audience	Person(s) Responsible	Start Date	End Date

Goal 1… Objective B:					
Problem	**Strategy**	**Target Audience**	**Person(s) Responsible**	**Start Date**	**End Date**

Goal 1… Objective C:					
Problem	**Strategy**	**Target Audience**	**Person(s) Responsible**	**Start Date**	**End Date**

Goal #2:	
Objective A:	

Problem	Strategy	Target Audience	Person(s) Responsible	Start Date	End Date

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Goal 2… Objective B:					
Problem	**Strategy**	**Target Audience**	**Person(s) Responsible**	**Start Date**	**End Date**

Goal 2… Objective C:					
Problem	**Strategy**	**Target Audience**	**Person(s) Responsible**	**Start Date**	**End Date**

Goal #3:	
Objective A:	

Problem	Strategy	Target Audience	Person(s) Responsible	Start Date	End Date

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Goal 3… Objective B:					
Problem	**Strategy**	**Target Audience**	**Person(s) Responsible**	**Start Date**	**End Date**

Goal 3… Objective C:					
Problem	**Strategy**	**Target Audience**	**Person(s) Responsible**	**Start Date**	**End Date**

EVALUATION
30 POINTS

What are the desired short-term and long-term outcomes?
(This should relate back to the needs assessment.)

How will this project be evaluated?
(Please describe what data will be collected, how it will be collected, what tools will be used and the person(s) responsible.)

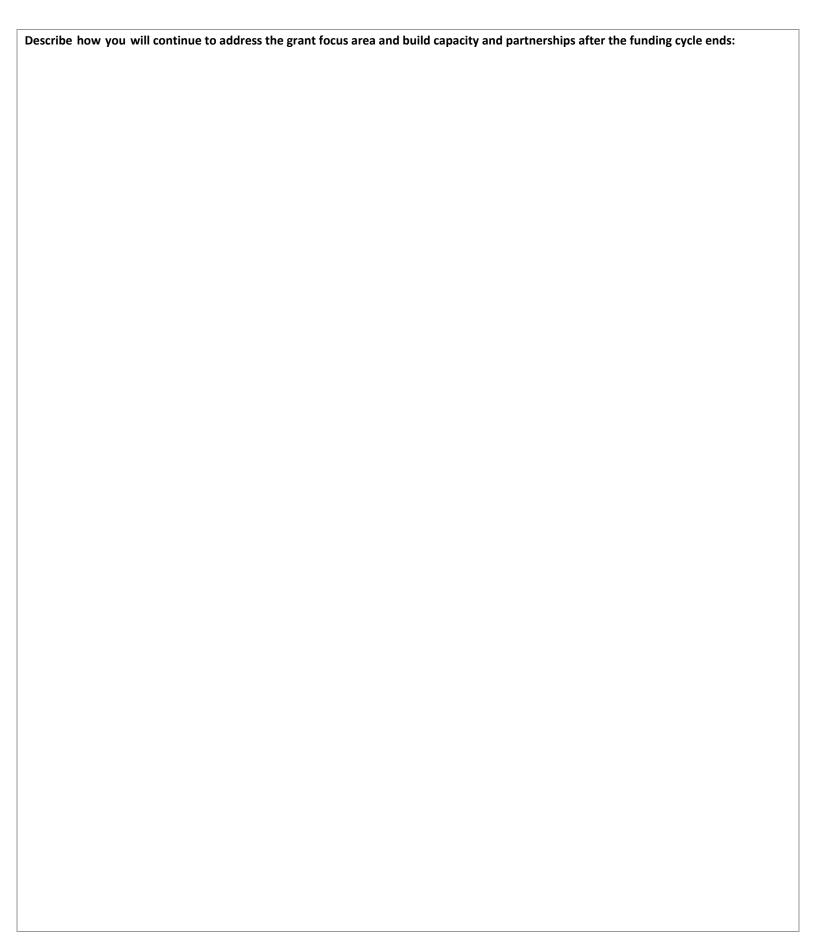☐ **Attach a copy of the evaluation tool(s) if available.**

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FINANCING
30 POINTS

Detailed Budget:

Description of Expenditure	Associated Strategy	Cost (Per unit, per hour, etc.)	Source of Funding (Virginia ABC grant, operational budget, other grant, in-kind expenses etc.)
Example: Purchase of instructor manuals	Goal 1, Objective A, Strategy 3: Implement Evidence-Based Prevention Program	$300 for 10 instructor manuals from "Example Company"	Virginia ABC grant
Example: Rental fee for "University Ballroom"	Goal 1, Objective B, Strategy 1: Provide Training for Parents on Social Hosting	$500 for 3 hour venue rental at "University Ballroom"	In-Kind Expense donated by "University"

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Description of Expenditure	Associated Strategy	Cost (Per unit, per hour, etc.)	Source of Funding (ABC grant, operational budget, other grant, in-kind expenses etc.)
TOTALS *(Please provide the totals of all expenses from each funding source.)*		$	**Virginia ABC Grant**
		$	**Other:**
		$	**Other:**
		$	**Other:**

Describe how you will continue to address the grant focus area and build capacity and partnerships after the funding cycle ends:

Submit your completed application via email to education@abc.virginia.gov by April 1 at 5 p.m.
(Incomplete or late applications will not be considered.)

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