



County of Summit ADM Board Change Direction Faith Subcommittee 2020-21 Faith-Based Mini Grant Opportunity Proposal Requirements

Background: The County of Summit ADM Board through its Change Direction Faith Subcommittee is pleased to make available funds for local efforts promoting wellness. These funds may be used to support prevention initiatives that focus on reducing the likelihood of or delaying the onset of behavioral health problems (e.g., substance use disorders, mental illness, suicide, and problem gambling). Proposals should reflect the mission of Summit County Change Direction Faith Subcommittee.

Please complete the proposal form by entering the information in the space provided.

APPLYING ORGANIZATION	
Organization	
Address*	
City	
State	
Primary Contact Person**	
Email Address	
Telephone	
Website	

* Address must match W-9; awards will only be sent to this address.

**Please note that award recipients will need to designate a representative to attend a brief informational session regarding invoicing and reporting requirements. Unless otherwise noted, your primary grant contact person will be considered your designee.

ORGANIZATIONAL OVERVIEW – tell us about your organization/group. Include information about your organization/group’s history, mission and purpose.

PROJECT DESCRIPTION – Briefly describe the project/program you will be implementing (300 word maximum).

FUNDING REQUEST

Amount requested*	
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*The maximum amount that can be requested is \$2,500 dollars. Additional funds may be requested if an organization is collaborating another faith-based organization or entity. If you intend to request funds beyond \$2,500 dollars, please specify the faith-based organization you will be collaborating with and outline the role of each entity in detail. Amounts beyond \$2,500 for collaborations will be considered on a case by case basis.

BUDGET

- Complete the Faith Mini-Grant Budget Summary
- In a separate document, please provide a description of cost for each line item to justify request. If there is documentation of cost (i.e. invoice, 3rd party estimate, price quote etc.), please provide that information with your application.

PROJECTED PARTICIPANTS

Number of expected participants	
Number of volunteers	

TARGET POPULATION/PROMOTION PLAN – tell us who will be served by your program or event and how you plan to reach the intended audience. Identify who will be served by gender, age, sexual orientation, race, or ethnicity. Provide an overview of your plan to promote the program/activity to this target population, any barriers that may exist and/or special needs or accommodations required.

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WHY SHOULD THIS PROGRAM BE FUNDED? How does your program or event align with the mission of improving the well-being of our community by reducing the incidence of mental health problems and eliminating the abuse of alcohol and other drugs in Summit County?

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PROGRAM OBJECTIVES – please review the Centers for Disease Control and Prevention’s (CDC) SMART Objectives strategies to complete the table below:

https://www.cdc.gov/phcommunities/resourcekit/evaluate/smart_objectives.html

The SMART objectives help our reviewers determine whether to fund your application.

SMART Objectives		RESPONSE
<p>Specific – Objectives should be well-defined and clear.</p>	<p><u>WHO</u></p>	<ul style="list-style-type: none"> Who is responsible for carrying out the action?
		<ul style="list-style-type: none"> What are you intending to impact or who is your target population?
	<p><u>WHAT</u></p>	<ul style="list-style-type: none"> What exactly will you do?
<p>Measurable – Objectives determine how improvement, success or impact will be measured.</p> <p>(NOTE: you may use survey(s), evaluation(s), or pre/post-training quizzes as measures)</p>	<p><u>TARGET</u></p>	<ul style="list-style-type: none"> How do you define the success of your project?
	<p><u>MEASURE</u></p>	<ul style="list-style-type: none"> What data will be collected to prove the objective is met?
<p>Achievable – Objectives should be within reach for your team or program. Consider available resources, knowledge, and time.</p>	<p><u>ACHIEVABLE</u></p>	<ul style="list-style-type: none"> How can this objective be achieved?
		<ul style="list-style-type: none"> What resources are needed?
		<ul style="list-style-type: none"> What limitations or constraints stand in your way?

<p>Relevant – Objectives should align with a corresponding goal – such as, an organization’s mission, vision, and goals.</p>	<p><u>RELEVANT</u></p>	<ul style="list-style-type: none"> • How will this project align with your organization’s goals?
		<ul style="list-style-type: none"> • Does this project align with the goals of Change Direction?
<p>Time-Bound – Objectives should be achievable within a specific time frame.</p>	<p><u>TIME-BOUND</u></p>	<ul style="list-style-type: none"> • When will this objective be achieved?
		<ul style="list-style-type: none"> • Is this time-frame realistic? Should it be closer or further in the future?

All recipients of mini-grant funding must complete these minimum requirements:

Requests	Required Activities
All Requests	<ul style="list-style-type: none"> • Provide all promotional materials you intend to use to be reviewed and approved by ADM • Include ADM logo on all printed materials specific to the program/event activities these funds will support • Mention and tag ADM on social media promotion

Reporting Requirements
<ul style="list-style-type: none"> • A report with outcomes of your SMART objectives must be submitted within forty-five (45) days after the initiative has been completed. • Include the number served and a narrative of initiative highlights and/or challenges.

Submit this completed application along with budget summary and description electronically to grantapplications@admboard.org with the subject line Faith-Based Mini-Grant. These funds are first come, first serve, so when all funds have been expended for the year no further grants will be awarded. Grants must be submitted no later than 60 days prior to the event. Board staff will be available for technical assistance. Please submit any questions regarding this funding application to grantapplications@admboard.org.

Award notices will be sent within 30 days of receipt.