

Mayor David Cicilline's Substance Abuse Prevention Council
400 Westminster Street
Fifth Floor
Providence, RI 02903

January 9, 2008

Dear Committed Providence Educators,

The Mayor's Substance Abuse Prevention Council would like to share a few updates and grant opportunities with you this year. This past July the City of Providence was one of fourteen communities in Rhode Island that was awarded a three- year Strategic Prevention Framework State Incentive Grant (SPF SIG) targeting substance abuse prevention efforts with the priority areas of underage drinking and illicit substance use among youth. This three year \$260,000 Grant has allowed the City to hire two additional staff to manage and oversee the strategic planning and implementation of this grant. The City will be partnering with the Providence Public schools and Providence After School Alliance (PASA) to implement programs and strategies targeting alcohol, tobacco and other drug (ATOD) use among youth. This grant will be implemented in the community beginning this spring and will continue through June 2010.

Available Funding:

The Mayor's Substance Abuse Prevention Council has funding through the Rhode Island Substance Abuse Prevention Act (RISAPA) and will be awarding funding to Providence Health teachers, Student Assistance Counselors, Social Workers and Guidance Counselors that targets substance abuse prevention in three specific areas including;

- Health Curriculum- evidence based curriculum that targets alcohol, tobacco or other drug (ATOD) prevention efforts. Curriculum that is recognized as being on the National Registry of Evidence Programs and Practices (NREPP) site <http://www.nrepp.samhsa.gov/> or programs that show evidence of decreasing ATOD use among youth will be accepted.
- Guest speakers/ performers that address ATOD use and related secondary effects (sexual assault, violence prevention) issues for groups of 50 or more youth.
- Training for staff surrounding alcohol, tobacco and other drug use (ATOD) among youth (*limited to course fees, not travel and incidentals*).

**These three categories have a specific application process attached with this letter with a due date of January 31, 2008. **

Free Resources:

In addition to these exciting grants and funding opportunities, the Mayor's Council would also like to provide you with the following free resources and services;

- Informational packets for families, youth and school staff related to ATOD in English and Spanish.
- DVDs on the warning signs of drug use.
- Educational materials related to the physiology and psychology of addiction.
- The availability of free smoking cessation programs for Providence youth **please contact the MSAPC as this is available from an outside consultant*
- Presentations for school staff on the current trends and data of youth drug use, warning signs and symptoms (*please contact Doreen Vanacore at 351-4300 ext. 543 to schedule*)

Please feel free to contact the Mayor's Substance Abuse Prevention Council with any additional questions or concerns.

With Regards,

Caitlin Thomas-Henkel, MSW, LCSW
Director
Mayor David N.Cicilline's Substance Abuse Prevention Council

Request for Proposals

The Mayor's Substance Abuse Prevention Council Mini-Grants, 2008-2009

INTRODUCTION and PURPOSE

The Mayor's Substance Abuse prevention Council (MSAPC) has experienced growth and change over the past several years. New funding has been awarded, and this year, the MSAPC aims to coordinate and strengthen their prevention work at the local and state levels. The Mayor's Substance Abuse Prevention Council (MSAPC) is continuing to work with the community to create opportunities for increased substance abuse prevention efforts. The mini-grants for FY2008 aim to increase funding and resources for alcohol, tobacco and other drug (ATOD) prevention for youth in school based settings. Additional grants opportunities will be available for youth groups in February- please visit www.providenceri.com

GRANT CATEGORIES: OVERVIEW

In this 2008 grant cycle, there are THREE categories in which grants will be awarded. Staff employed by the Providence Public Schools, Independent Schools and Providence youth serving agencies are eligible to apply for funding. Staff may apply for more than one grant, but each group will only be awarded one grant.

Following the completion of the program, staff will submit a program summary and allow one site visit by MSAPC. The total award request per individual is limited to \$500.00 and combined applications per school project are limited to \$2,000*(exceptions to multiple schools that combine funding will be given)*. Preference will be given to applicants that demonstrate a need and disbursement of maximum number of awards will be given. Applicants must supply a quote of the anticipated costs (invoice, etc). Schools and/or staff may combine requests to pay for one single training, speaker or curriculum. This is a reimbursement application- the fees, costs will be paid following the event, training, etc with the receipt of an original invoice.

The three categories of grants are targeted toward specific groups, so please read the Applications to see if you fit into the eligibility requirements and if you have the capacity to work on the project as outlined. Further description of the project areas as well as a list of specific expected deliverables is also available in each of the applications.

Grant Category 1: Evidence based curriculum for ATOD prevention

These mini-grant funds will enable health teachers, student assistance counselors, guidance counselors and school social workers to purchase evidence based curriculum on the National Registry of Evidenced Programs and practices (NREPP) www.nrepp.samhsa.gov web site.

- 3-6 projects will be funded
- Funding range \$500-\$3,000
- Grant Period: February 1, 2008- June 1, 2008

Grant Category 2: Guest Speakers that address ATOD issues

These mini-grant funds will enable health teachers, student assistance counselors, guidance counselors and school social workers the opportunity to provide guest speakers to address ATOD issues that effect young people. These speakers can take the lead on raising awareness in communities about youth and ATOD use including the dangers and misperception that all youth are using among their own peers and younger kids.

- 3-6 projects will be funded
- Funding range \$500-\$3,000
- Grant Period: February 1, 2008-June 1, 2008

Grant Category 3: Connecting for Change – Training and Education related to youth ATOD issues

Part of ensuring quality programming for youth is ongoing training and education for school personnel.

- 3-6 trainings/workshops will be funded (limited to course fees)
- Funding range \$500-\$3,000
- Grant Period: February 1, 2008-June 1, 2008

APPLICATION PROCEDURES

The Mayor's Substance Abuse Prevention Council mini-grant project ideas and applications should include the following in your application:

1. Before you start writing, verify the following:
You are employed or work in the Providence Public Schools, Providence based independent schools or Providence based youth-serving agency.
2. Decide which grant(s) your group would like to apply for (based on interest and ELIGIBILITY).
3. Make copies of the application forms you will use.
4. Complete the entire application for the mini-grant that you are applying for. The complete application for each mini-grant includes:
 - a. **Cover Sheet** (10 points) — either print it out and fill it in by hand or fill it out on an electronic version. Please use the form given and follow the instructions for completing the cover sheet.
 - b. **Project Narrative** (80 points) make sure you are answering the questions required for your specific grant category. Please type this part on a separate document and ANSWER THE QUESTIONS explicitly. Please be sure to adhere to word counts!
 - c. **Budget Form** (10 points) — make sure you completely fill out requests
5. Mail 1 original and 3 copies of the entire mini-grant package to The Mayor's Substance Abuse Prevention Council, postmarked, no later than January 25, 2008

The Mayor's Substance Abuse Prevention Council
 Attn: Caitlin Thomas-Henkel, MSW, LCSW
 400 Westminster Street
 Fifth Floor
 Providence, RI 02903

CONTACT INFORMATION FOR FURTHER QUESTIONS

Caitlin Thomas-Henkel, MSW, LCSW
 Director
 401.351.4300 ext 540
Chenkel@ProvidenceRI.com

Doreen Vanacore
 Coordinator
 401.351.4300 ext.542
Dvanacore@providenceri.com

IMPORTANT DATES

Please mark these important dates in your calendar.

CALENDAR ITEM	DESCRIPTION	DATE
<i>Release of RFP</i>	Distribution of RFP to networks, posting on website	January 11, 2008
<i>Questions</i>	Questions on the RFP must be emailed in advance (by 12PM on Friday January 21st to Chenkel@providenceri.com)	January 21, 2008
<i>Grant Deadline</i>	Grant applications (1 original and 3 copies) due to MSAPC office via postal mail.	Postmark by: January 25, 2008
<i>Award Notification</i>	Notification of grant awardees	February 1, 2008
<i>Final report due</i>	Narrative describing project and attached products.	June 15, 2008

EXPECTATIONS OF GRANTEES:

The following is a list of expectations that we have for groups once they are awarded a grant. Please read carefully and make sure that you will be able to meet all these expectations.

- ✓ Prompt handing in of deliverables:
 - Final reports (templates will be provided)
 - Product(s) developed through grant project (videos, flyers, etc.)
 - Clippings of press coverage (if applicable)
- ✓ Regular communication with MSAPC staff

IMPORTANT THINGS TO KNOW (WHAT YOU CANNOT DO):

- ✓ Monies awarded through the grant program cannot be spent for lobbying (call for action and/or direct support of state legislation) on behalf of a specific bill, or for direct attacks on the tobacco companies or their employees.
- ✓ Schools, agencies cannot receive funding nor have an affiliation or contractual relationship with any tobacco company, its affiliates or its subsidiaries or its parent company. This includes use of youth-prevention program curricula from tobacco companies.
- ✓ Funds cannot be used for cessation programs for the following two reasons: 1) there is no CDC-approved, effective youth-led cessation program that exists for teens and 2) the grant cycle provided is too short a time for any cessation program to be effective.
- ✓ Funds cannot be used to start new youth groups or programs.
- ✓ See budget form for what funds can/cannot be used for regarding stipends and administrative expenses.

Grant Requirements:

These projects will:

- Be integrated into a broader strategy to reduce ATOD (alcohol, tobacco, and other drugs) use among high school students.
- Aim toward increased knowledge and change in attitudes towards tobacco use among young people or increased support of policies to reduce initiation among young people.
- Follow up discussion, feedback after the event, training with a description of what occurred, the impact, etc.

COVER SHEET (10 POINTS)

Please fill this form out COMPLETELY. Leaving items blank will result in a deduction of points. See next page for instructions on filling out the form in more detail. If you are applying for more than one grant, please fill out a separate cover sheet for each grant you are applying for.

1. NAME:	
Website:	
3. ADULT CONTACT INFORMATION	
Name:	
Title:	
Organization:	
Address, City, Zip:	
Phone:	
Fax:	
Email:	
9. NUMBER OF YOUTH TO BE ENGAGED IN THIS PROJECT:	
Who will be the main contact person for the project activities?	
<p>12. CERTIFICATION: <i>We, the undersigned, certify that the statements contained herein are true and complete to the best of our knowledge and, if awarded funding, agree to and accept the terms of The Mayor's Substance Abuse Prevention Council.</i></p> <p>_____</p> <p>_____</p> <p>Signature of Sponsoring Organization's Executive Director/CEO Date</p>	
Phone:	
Fax:	
Email:	
To whom should the grant check be written?	
Where should the grant check be sent?	

MSAPC Mini Grants, 2008

Grant Category 1 _____

Instructions on Filling Out the Cover Sheet

Use the following guide to fill out the cover sheet. The items correspond with the numbered items on the cover sheet.

1. **Adult Contact Information**—Fill in the name and contact information of the adult who has the most direct contact with youth. This could be an adult advisor, a staff person at the school who works directly with youth, or a volunteer who works with youth.
2. **Name of Sponsoring School**—Fill in the name and website of the agency,
3. **Grant Correspondence**—Fill in the appropriate names that answer the given questions.
4. **Title of Project**—Create a name for your project. Be as creative as you want!
5. **Number of Youth to Be Engaged**—Give an estimate of how many youth will be involved in this project.
6. **Grant Category**—Check off which grant category you are applying for. If you are applying for more than one grant, fill out a separate cover sheet for each grant and attach to each separate project narrative and budget form.
7. **Certification**—Have the sponsoring organization’s executive director, principal, CEO, etc. sign in this box. This is the organization that would hold fiscal responsibility for the grant monies.

**If you leave any of the sections blank, the grant application will not be accepted.
PLEASE FILL OUT ALL PARTS!**

PROJECT NARRATIVE (80 points)

Please answer the following questions for the narrative section. Do not leave any questions unanswered. Please write the Project Narrative on attached sheets of paper. Note the word count—please try to stay within these guidelines.

Organization name: _____

School: _____

Person/ people writing grant application:

1. **Background** (up to 200 words)
 - a. Provide a brief description of your school.
 - b. Briefly describe any past prevention work your school has worked on or any future prevention work you are planning that is separate from this grant application.
 - c. What goals/outcomes are you hoping to accomplish with this funding?
 - d. What follow up is planned after the event, curriculum, training?
2. Two **letters of support** will be required: one from the director/ officer of your school AND a second letter from a partner in your local municipal government (i.e. Mayor’s Office, Police, etc.).

MSAPC Mini-Grants, 2008

Grant Category _____

BUDGET FORM (10 points)

Organization name: _____

School focus for this project: _____

- Grant Category: (check one)
- Evidence Based programs
 - Speaker: Get the Word Out
 - Connecting for Change

In the space provided under each item, give a brief description of how you will spend the money. This is a projection, and if you make changes, you will note those changes in your progress and final reports.

Item	Total
Program Materials	
Travel <i>(include travel expenses related to project)</i>	
Other:	
Total Expenses	

