

Skamania County Community Mobilization Against Substance Abuse (CMASA)

Mini-Grants Project for Drug Abuse Prevention/Education

(March 1, 2010- June 15, 2010)

CMASA prevents youth violence and substance abuse through awareness, advocacy and action to support youth and families. CMASA's vision is that all young people in Skamania County communities are supported, healthy, safe and valued.

CMASA Board has identified that a significant risk factor for the youth in Skamania County is the availability and or use of alcohol, tobacco, and other drugs in neighborhoods, specifically addressing prescription drug abuse.

Protective factors that have been addressed include; safe and health-promoting environment/support law enforcement presence, positive norms, and opportunities and rewards for pro-social community involvement/availability of neighborhood resources.

MINI-GRANT PROJECT PROGRAM

CMASA is offering a funding opportunity to conduct short-term activities within Skamania County. These activities must address a Risk or Protective Factor identified by the CMASA Board as stated above. Awards may range from a minimum of \$500 to a maximum of \$3,000. At least 51% of the award must go toward actual activities. The number of awards and award amounts are subject to change depending on availability of funding which has been granted by the Washington State Department of Commerce.

Mini-Grant projects can involve activities or scope of work over a period of a week to 3 months, depending on the type of project. **Projects are to be completed by June 15, 2010.**

All proposals will go through a review process and will be evaluated by the CMASA Policy Board Review Committee. All decisions made by the Review Committee are final. All projects funded are subject to final approval by the Washington State Department of Commerce. There is no appeal process.

Projects must fall under the following categories:

- **Projects addressing prescription drug abuse will receive priority.**
- Education: Educate families about drug abuse.
- Increase public awareness: Availability of drugs in Skamania County.
- Community-Based Prevention Activities: Prevent youth from abusing drugs.
- Advocacy: Change local policy and community norms around drug abuse.

Projects must target at least one of the following categories:

- Youth
- Low Income
- Families
- Availability of drugs

ELIGIBLE APPLICANTS

An applicant must be from or provide services within Skamania County Washington: health education services; social service agency; local government agency; non-profit; or a school-based, faith-based, community-based, or Tribal organization/group.

If your group or agency does not have a UBI number or Federal IRS number, you must partner with an agency as your fiscal agent.

MINI-GRANT PROJECT FUND RESTRICTIONS

CMASA mini-grants may not fund:

- Overhead
- Operating expenses
- Lobbying
- Indirect costs

TECHNICAL ASSISTANCE

Technical assistance will be available for applicants and funded projects. Assistance will be in the form of identifying evaluation methods for projects and helping those interested in applying with selecting strategies. Applicants seeking technical assistance in developing projects or having questions regarding the application process may contact: Pawnee Brown, Skamania County Prevention Specialist, pawnee@co.skamania.wa.us or (509) 427-3835.

HOW TO APPLY

Eligible applicants must complete a Mini-Grant Project application and all required attachments.

Application check list:

- Application Cover Page
- Narrative Responses to Application Questions
- Budget with budget justification for each line item including any in-kind support

Instructions:

1. Before submitting your application, please make sure that all questions are answered and attachments are complete. Incomplete applications will be disqualified without action.
2. Please submit original copy of application and three (3) photocopies.
3. Only one application may be submitted per organization or group.

4. Applications must be mailed or personally delivered to the Skamania County Community Health Department. Faxed or email applications will not be accepted. **Applications must be received on or before 5pm on March 25, 2010 to:**

**Skamania County Community Health
CMASA
PO Box 790
Stevenson, WA 98648**

AFTER YOUR APPLICATION IS SUBMITTED

The following steps will take place:

1. Application Review Process:
Award decisions shall be made by the Project Review Committee. CMASA reserves the right to fund all or portions of a proposed project and to exclude or set funding limits for specific budget line items. Total awards may vary.
2. Notification:
Applicants will receive feedback on their applications. All decisions of the Project Review Committee are final. Applicants will be notified of decisions within 5 working days after the application due date.
3. Negotiations:
If the Review Committee requires revisions and adjustments, these must be made and submitted to CMASA within 7 days of notice of funding.
4. Memorandum of Agreement:
Agencies or groups whose projects are approved for funding shall sign a Memorandum of Agreement with CMASA, and shall comply with reporting requirements as set under the Mini-Grant Project Program.
5. Funding:
Funding will be available as soon as contracts are signed. Payment will be distributed in installments, first payment (not to exceed \$750) upon signing of contract and last installment upon receipt of a 1 page narrative report, budget report and invoice.

EXPECTATIONS OF SUCCESSFUL APPLICANTS

Applicants will comply with funding guidelines that have been established to promote success in implementing a Prescription Drug Abuse Project. Expectations are:

- All educational, promotional, and media products produced with the mini-grant funds must have CMASA's acknowledgement and state "funded by Skamania County CMASA and the Washington State Department of Commerce."
- Applicants agree to submit a 1 page narrative report, invoice and final budget report documenting expenditures to CMASA no later than May 15, 2010.

KEY DATES

CMASA Mini-Grants RFA

March 5, 2010	Release of RFP
March 25, 2010	RFP is due
April 5, 2010	Notification of awarded contracts
June 15, 2010	Completion of Projects

**APPLICATIONS MUST BE RECEIVED BY: 5 PM on March 25, 2010:
Hand delivered to Skamania County Community Health Department or
Mailing Address:
Skamania County Community Health Department
CMASA
PO Box 790
Stevenson WA 98648**

Emailed, faxed, late postmarked applications will not be accepted. Please do not attach more materials than requested. They will not be reviewed.

SECTION 1: MINI-GRANT PROJECT COVER SHEET

Date:	Dollar Amount Requested: (not to exceed \$3,000)	
Project Title:		
Name of Applicant Organization:		
Complete Address:		
Name of Contact Person:		
Phone:	Fax:	Email:
We are a: <i>select all that apply</i> <input type="checkbox"/> Non-profit <input type="checkbox"/> Tribal organization <input type="checkbox"/> Faith-based group/organization <input type="checkbox"/> Community-based group/organization <input type="checkbox"/> School-based group/organization <input type="checkbox"/> Health Education Service <input type="checkbox"/> Local Government Agency <input type="checkbox"/> Other _____		
Are you a 501(c) (3)? <input type="checkbox"/> Yes <input type="checkbox"/> No Who will be responsible for the fiscal management of the Mini-Contract? <input type="checkbox"/> Applicant <input type="checkbox"/> Another agent	Federal ID# UBI # <i>If you are using another agent, please provide name and complete address of fiscal agent below:</i> Agent's Federal ID # Agent's UBI #:	
Project Start Date:	Project End Date:	
Geographic area of your project (must be in Skamania County):	Target Population:	

7. How will you measure the success of your project (what kind of tools will you use)?

SECTION 3 – BUDGET WORKSHEET

Applicant Name and/or Organization:

BUDGET CATEGORIES and JUSTIFICATIONS <i>Please show how you figured total for each line</i>	TOTALS
<p>1. Direct Program Costs: (expenses that will directly support the project, such as materials, supplies, printing, etc.).</p> <p><i>Example: Printing materials for class participants on Rx Drug Abuse (\$50)</i></p> <p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p>	<p>Amount</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p>
<p>2. Personnel/Contract Costs: (if needed) Examples: salary, stipends, etc. Material development and distribution</p>	
<p>3. Travel: (estimate travel needed to support project/s)</p>	
<p>4. Other Expenses: (list any other expenses needed to complete project)</p>	
<p>TOTAL NEEDED FOR PROJECT</p>	<p>\$</p>

CMASA Mini-Grants RFA

IN-KIND DONATIONS: Please add any in-kind donations that will help support project; this could include donated items, money, office space, staff or volunteer time, etc.

Type of donation: staff time, volunteer time, cash, materials, food, office space, etc.	TOTAL DOLLAR VALUE OF DONATION: