

Page Substance Abuse Task Force Funding Application Instructions

TYPES OF ASSISTANCE:

The Substance Abuse Task Force fund supports work in substance abuse prevention

USES AND USE RESTRICTIONS:

To be considered for funding, proposals must align with two or more Substance Abuse Task Force goals.

Substance Abuse Task Force Goals:

- **Prevent Drug and Alcohol Abuse**
- **Collaborate with Community Partners to prevent and/or reduce substance abuse**
- **Educate on the consequences of substance abuse**

ELIGIBILITY REQUIREMENTS:

- Program, project or event takes place in the city of Page
- Program, project or event has a stated goal(s) that aligns with one or more of the Page Substance Abuse Task Force goals and contains a tool to measure outcomes
- Program, project or event has the capacity to advance awareness to the dangers of substance abuse and of the need for reduction and/or prevention of substance abuse
- Requestor will show evidence of in-kind funding of a minimum of ½ of requested amount (employee volunteerism or product donation is acceptable) from another source(s). Example: request is \$500 from task force. In-kind funding will be a minimum of \$250 from another source
- Program, project or event allows for the participation of the Page Substance Abuse Task Force
- Program, project or event is in collaboration with one or more of the following community partners: *Youth, Parents, Business, Media, Schools, Youth-serving organization, Law enforcement, Religious or fraternal organization, Civic and volunteer group, Healthcare professionals, State or local tribal agencies with expertise in the field of substance abuse and/or other organizations involved in reducing substance abuse*
- Organization, agency or person(s) requesting funding must have and show proof of insurance coverage that complies with Page City current requirements.

APPLICATION AND AWARD PROCESS:

Along with the completed application, please submit the following required attachments:

Executive summary: A one page summary that provides an overview of your organization and/or program. Be sure to include the need you are addressing, desired outcome and tool of measurement to be used, monetary request and how your program, project or event aligns with the goals of the Page Substance Abuse Task Force.

Financial Disclosure: An accurate budget of the total cost of the program, project or event, (how those funds are to be used), the amount of funding request to the Substance Abuse Task Force, proof of in-kind funding to ½ or more of requested amount and a written assurance of intent to submit a financial report with copies of receipts to the task force within 30 days of the end of the program, project or event funded.

Program Plan:

- **Selection of Goal(s)** to which your program, project or event aligns with the goals of the Substance Abuse Task Force.
- **Process of Creating Change:** Describe how task force funding will support change related to this goal and what demographic populations will be impacted.
- **Strategies:** Describe the strategies that you will use to achieve your stated goal(s) and how your program, project or event is suited to carry out these strategies
- **Environmental Impact:** Describe what impact our funding to your program, project or event is intended to affect in the community, i.e., how it will improve the lives of individuals and/or families, make substance use less attractive to minors, or improve the services of an agency involved in prevention or intervention, etc.

Outcomes and Evaluation:

- **Program outcomes:** Provide information on your program, project or event's anticipated activities, services delivered and materials developed and distributed, etc. due to the support of the task force
- **Population Outcomes:** Estimate the number of community members anticipated to be served. State why and how they are being served and describe how you will track the number served. How do you plan to evaluate and report your program's impact on those served?
- **Using Outcomes to Guide Future Programs, Projects or Events:** How will you use results of your evaluations to guide adjustments to future activities and make continuous improvements to better serve the community?

METHOD OF SUBMISSION:

Due to open meeting laws, a single monthly meeting of the task force (3rd Wednesday of each month) and the time needed for processing approved funding, applications need to be submitted to the City Clerk's office 60 days in advance of program, project or event.