

City of Page – Substance Abuse Task Force

Funding Guidance

The City Substance Abuse Task Force shall, as necessary, allocate monies received into the Fund to itself and local organizations for the purpose of education, creating prevention or treatment projects and programs, or enhancing existing projects and programs designed to prevent or treat substance abuse. The Task Force may adopt rules for said allocation.

Eligibility to apply for funding from the City of Page Substance Abuse Task Force program is based on the following assessment criteria and guidelines.

Types of Assistance

The Substance Abuse Task Force fund supports work in substance abuse prevention, education and treatment.

Uses and Use Restrictions

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

Substance Abuse Task Force Focus Areas

The following are the focus areas for the Substance Abuse Task Force:

- Prevent drug and alcohol abuse.
- Collaborate with community partners to prevent and/or reduce substance abuse.
- Provide education on the consequences of substance abuse.

Assessment Criteria

WHAT THE TASK FORCE LOOKS FOR IN MAKING GRANTS

Organizations

- Organizations whose efforts are focused principally within the City of Page.
- Organizations with a history of achievement, effectiveness, and good management demonstrating a sound financial condition (supported by current and complete financial statements).
- Organizations that make a distinctive contribution to the community without unnecessarily duplicating other services or programs already in place.
- Organizations that clearly show evidence of in-kind contributions in the amount of ½ of the requested funding amount. This can include things like volunteers or donated items. Example: request is \$500 from the task force. In-kind contributions will be a minimum of \$250 from another source.
- Organizations that show proof of insurance coverage that complies with Page City current requirements.

Projects and Programs

- Projects and programs that are consistent with the task force's identified focus areas and contain a tool to measure outcomes.
- Projects and programs that have a significant potential to make a measurable impact advancing awareness to the dangers of substance abuse and of the need for reduction and/or prevention of substance abuse.
- Projects and programs that the applicant organization considers of highest priority in carrying out its primary objectives in the community.
- Projects and programs that show financial support from a variety of funding sources.
- Projects or programs that allow for the participation of the Substance Abuse Task Force.
- Projects or programs that demonstrate collaboration with one or more community partners.

Limitations and Restrictions

Funding requests will not be considered from the following types of organizations:

- Private foundations
- Those of a political nature that attempt to influence legislation and/or candidacy of persons for elected public office.
- Conduit organizations, unified funds, or those that use funds to make grants to support other organizations.
- Those that do not have fiscal responsibility for the proposed project or program.

Funding requests will not be considered for the following types of projects or programs:

- Contingencies, deficits, or debt reduction.
- General endowment funds.
- Direct aid to individuals.
- Conferences, seminars, or medical research.
- Requests which do not fall within the Task Force's specified areas of interest.
- Requests to reimburse event must have occurred in the last 90 days.
- Requests to fund projects or programs will be decided on by a case-by-case review.

Application and Award Process

Please submit the following along with the completed application for funding:

- Executive Summary: A one page summary that provides an overview of your organization and program. Be sure to include the need you are addressing, desired outcome and tool of measurement to be used. Outline the monetary request and how your project or program aligns with the focus area of the Substance Abuse Task Force.
- Financial Disclosure: Provide an accurate budget of the total cost of the project/program, how the funds will be used, the amount of funding requested from the Substance Abuse Task Force, proof of in-kind funding, 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 project or program.

➤ Project/Program Plan:

- ✓ Select the focus area(s) to which the project or program aligns.
- ✓ Describe how the task force funding will support change related to the focus area and what demographic of the population will be impacted.
- ✓ Describe the strategies that will be used to achieve the stated goal(s) and how the project/program is suited to carry out these strategies.
- ✓ Describe what impact the funding is intended to have 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:

- ✓ Provide information on the project/program activities, services, and materials developed and distributed, etc. due to the support of the task force.
- ✓ Estimate the number of community members anticipated to be served. State why and how they are being served and describe how the number served will be tracked. State why individuals are being served and describe how they will be tracked. Describe how the project/program will be evaluated and reported back to the task force.
- ✓ Describe how the results of the evaluation guide adjustment 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 the 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 the project/program start time.

Note: if a member of the Substance Abuse Task Force is affiliated with any requestor they will recuse themselves from that review for funding.