



OJJDP

**Office of Juvenile Justice Delinquency
Prevention**

Mini-Grant Application Information

Kentucky Enforcing Underage Drinking Laws Program :

The Kentucky Enforcing Underage Drinking Laws Program (EUDL) Grant Committee seeks to promote the prevention of alcohol use and enforcement of laws pertaining to underage drinking. The EUDL Grant committee is dedicated to empowering youth groups by directing and evaluating funding proposals who's plans are to implement strategies that focus on the prevention of alcohol use by teens and/or enforcement of underage drinking laws in Kentucky. In support of this mission, the EUDL Grant Committee has earmarked funds for a competitive mini-grants program. Funds are available through the Office of Juvenile Justice Delinquency Prevention (OJJDP).

WHO MAY APPLY:

Any youth group interested in implementing youth-led alcohol prevention and education activities are invited to apply. All applicants must have an adult sponsor who will assist in ensuring compliance of grant guidelines and must work in collaboration with KSP EUDL State Coordinator. Organizations are eligible to apply for the full year. Youth groups need not have been previously funded by EUDL to be eligible to apply. Please note for funding purposes EUDL considers "youth" to be individuals of middle/high school age (grades 6-12).

DOCUMENTATION REQUIREMENTS:

All application information must be typed. All pages must be numbered with the submitting group's name in the footer. Pages must be one-sided and the font not less than 12 pt. The original application and three copies must be mailed or delivered to KSP Headquarters, 919 Versailles Road, Frankfort, Kentucky 40601 on or before August 29, 2013 at 4:30 p.m. (ET). **Faxed copies will NOT be accepted. All sections of this application must be completed in their entirety.**

FORMAT INSTRUCTIONS:

In this document if you fill up the box keep typing and the text will automatically wrap. If you need another row in a chart please see the Table tab at the top of the menu and follow instructions for adding additional rows.

AWARD AMOUNTS:

Grants will be awarded in amounts of \$2500 or less to include administrative fees not to exceed 10% of the subtotal request. Alternative Activity Expense related items cannot exceed 50% of subtotal. If the Alternative activity budget exceeds 50% of the subtotal if the grant is awarded, funds will be reduced to reflect the maximum of 50%. Grant period begins October 1, 2013 and extends through August 30, 2014.

One enforcement grant in the amount of \$25,000 will be awarded to a law enforcement agency for enforcement based operations relative to Kentucky underage drinking laws.

All grant funds are issued on a reimbursement basis through Kentucky State Police.

FUNDING CYCLE:

Applications due to KSP:	August 29, 2013
Application Review Date by EUDL Grant Committee:	Aug 30 – Sept 23, 2013
Award Notifications:	On or about Sept 30, 2013
Mandatory Grant Training by recipient	Mid October (TBD)
Activity Reports to KSP:	Monthly by the 15th
Final Progress Report:	Sept. 15, 2014
Reimbursement Available beginning:	October 30, 2013

SPONSOR STIPEND AGREEMENT SECTION:

The sponsor will provide the EUDL Coordinator and KSP with the following items:

1. Sign-in sheets for meetings.
2. Group activity documentation (newspaper clippings, pictures, etc.).
3. Notice of all youth meetings related to the EUDL grant.
4. Final report in September 2014.
5. Receipts for all expenditures.
6. List of core EUDL group members.
7. Monthly Activity reports by the 15th of each month.

Compliance with the above listed requirements will ensure allocation of stipend to the EUDL funded sponsor. Noncompliance with any of the above listed requirements will result in forfeiture of stipend funds to the EUDL Grant committee and will be reallocated as appropriate.

HOW TO APPLY:

1. Review the entire packet prior to beginning your application.
2. Complete all sections of the enclosed application.
3. Mail the original application along with **three (3)** additional copies to KSP Headquarters.
4. Grant applications due: August 29, 2013 at 4:30 p.m. to KSP Headquarters location.

SCREENING CRITERIA:

Proposals will be screened based on the following criteria:

1. Did the applicant fully complete the application?
2. Attached scoring matrix. (Appendix III)
3. **Please note: Only youth led activities will be funded.**

The EUDL Grant Committee will **NOT** fund:

- Award amounts that exceed funding limit
- Any activity not directly led by youth.

Any deviation of a funded and approved project MUST be submitted to the KSP EUDL Coordinator for approval prior to any modifications taking place.

BELOW ARE EXAMPLES OF ITEMS THAT WILL NOT BE FUNDED:

- * inflatable
- * rock walls
- * multiple applications for the same event
- * bullet proof vests
- * bullet proof vests for canines
- * building renovations
- * park renovations
- * home drug testing kit
- * furniture
- * landscaping
- * weapons
- * vehicles

Commodity items, such as but not limited to, t-shirts, bracelets, lanyards, balloons, pencils, and pens must be part of a comprehensive plan and clearly related to goals, objectives and activities.

Budget requests for food must indicate the type of strategy the food will support, such as roll call, fifth quarter, training activity, etc. Budget requests for food that support an alternative activity such as roll call, IS to be included in the calculations of the total cost of alternative activity(ies) which CAN NOT exceed 50% of the total budget request.

Applicant Tips: Grant Application Terminology & Strategy:

1) Information Dissemination:

Information dissemination provides awareness and knowledge of the nature and extent of substance abuse and addiction and its effects on individuals, families, and communities. The strategy is also intended to increase knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.

Examples: Materials development, materials dissemination, media messages, media campaign activities, speaking engagements and other brief educational programs.

2) Educational Programs:

Prevention education involves two-way communication and is distinguished from the Information Dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its components. Services under this strategy aim to affect critical life skills, alcohol, tobacco, and other drug choices, attitudes, decision-making, and refusal skills. These strategies differ from training in that they are commercially developed and published curricula or “courses”.

3) Community-Based Processes:

Community-based process strategies aim to enhance the ability of the community to more effectively provide prevention, intervention, and treatment services for substance abuse.

Examples: Formal community team formation, formal community team meetings, formal community team activities, community needs assessment, strategic planning, community training, accessing services and funding, establishing an ongoing prevention activity, marketing, and research or evaluation activities.

4) Alternative Service Activities:

Alternative strategies provide for the participation of target populations in activities that deliberately exclude substance use. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by alcohol, tobacco, and other drugs, and would therefore minimize or alleviate the need to use these substances.

Activities may be single, such as alcohol-free parties or dances, or recurring, such as after school programs, mentoring sessions or support group meetings provided to a specific group of participants. This also includes community service events. These are events or activities intended to prevent substance abuse through involving people in community services.

5) Environmental Strategies:

There are a number of advantages when implementing environmental alcohol prevention strategies. Environmental strategies complement individual strategies. Compared to individual strategies that attempt to change one person at a time, strategies focused on the environment have a broader reach.

The Office of Juvenile Justice Prevention Delinquency outlines a number of effective environmental strategies to reduce underage drinking. TIP: Visit <http://www.udetc.org/documents/strategies.pdf> to learn more about strategies that are funded by OJJDP.

6.) Additional Information:

Be sure to include additional information that will help visualize your project to the grant reviewer. This can include documents, brochures, photos, letters of support, newspaper articles, internet links, etc.

It is essential to proof read your grant application and check for inconsistent statements, grammatical errors, and overall neatness and organization of what you submit.

A sample scoring sheet is provided and will be utilized by the grant review committee.

EUDL Grant Application Scoring Sheet - KSP-EUDL-1A

Project Narrative Evaluation	Point Value	Score
1. Did the applicant describe the specific problems and needs for the project?	10	
2. Did the applicant state the project's goal and target population?	5	
3. Did the applicant clearly summarize the proposed project?	5	
<ul style="list-style-type: none"> • Do they describe the mechanisms for minors' participation in the project, such as leadership roles in the planning and execution of project activities? 	5	
<ul style="list-style-type: none"> • Do they outline fact-based strategies to reduce demand for and/or access to alcoholic beverages among underage minors within the impact area? 	5	
<ul style="list-style-type: none"> • Do they list all partners, such as public agencies, community or minor groups, other nonprofits, etc.? Letters of support from other agencies, officials, etc? 	5	
<ul style="list-style-type: none"> • Do they explain how each will participate and collaborate in project goals and objectives? 	5	
<ul style="list-style-type: none"> • Do they list project activities and milestones for this funding cycle? 	5	
<ul style="list-style-type: none"> • Do they outline a plan to sustain the project if future funding is not available from this grant source? 	5	
<ul style="list-style-type: none"> • Enforcement Projects only: Did they include past successes in enforcing Kentucky underage drinking laws. 	10	
4. Did the applicant: <ul style="list-style-type: none"> • describe the benefits or results of the project? • show at least two project-specific output measures and two outcome measures? • provide project target levels for each measure using baseline data for the previous year? • explain how outcome and output measures were determined? • explain how outcome and output measures will be used to evaluate the project? • Describe how the project will reach diverse groups/communities? • describe how progress will be measured? 	20	
5. Did the applicant: <ul style="list-style-type: none"> • describe what the organization is currently doing to address the underage drinking problem in the impact area? • explain why additional funding is needed if the organization or other agencies in their community are addressing the problem? 	10	
6. Did the applicant provide budget details about the funding needed to implement the proposed project and a description of how those funds would be spent?	15	
7. Did the applicant complete all required sections of the grant application in a neat, accurate and on-point assessment of their proposed project? Neat, organized?	5	
8. Did applicant provide additional documents to better visualize their proposal?	5	

Total	100-115	
<p>Comments: Add any comments, concerns or recommendations you may have regarding this application for funding.</p> <p>REVIEWER:</p>		

For questions or more information:

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