



Request for Proposals 2025

Instructions for Mini Grant Application

What are the grant requirements?

Grant requests must propose a project or a program which addresses **at least one** of the following problem statements from the DAC comprehensive community plan:

Problem Statement #1: Youth are at low protection for School Rewards for Prosocial Involvement compared to their peers across the nation.

Problem Statement #2: Youth struggle with feelings of sadness, hopelessness, or suicidal ideation.

Problem Statement #3: Attention, emphasis, and media coverage is focused on antisocial behaviors and negative aspects of youth and their actions.

Problem Statement #4: Alcohol use and misuse is a problem within the county.

Problem Statement #5: Individuals within the county have a low perception of the risks of substance misuse.

Problem Statement #6: Individuals in the county report a higher than average favorable attitude towards substance use.

Problem Statement #7: Low protection indicates a higher risk for alcohol and other drug use, among other problem behaviors.

Problem Statement #8: Anti-social behavior increases community issues such as crime, delinquency, property damage, substance use, and teen pregnancy.

Problem Statement #9: Poverty and community violence exacerbate anti-social behaviors, and decrease the presence of positive social norms that promote empathy, altruism, and civic responsibility.

Eligibility to Apply:

- No organization which employs any board member or employee of the Allen County Drug and Alcohol Consortium, Inc. (DAC) may apply for or receive mini-grant funding from DAC which would fund projects or programs that are directly overseen by or benefitting the board member or employee.
 - Clarification: Mini grants are available to organizations for programs and projects. Intervention Scholarships are also provided by the same funding stream but are available to individuals in need of services and are not bound by the above update to eligibility.
 - The DAC team retains final decision-making authority regarding eligibility.
- No employee or representative of any organization applying for this funding may participate in any way in the decision-making process regarding funding allocation.
- Applicant must be providing services/projects/programs in Allen County.

Application and Award Amounts:

While applicants generally receive between \$2,000 and \$6,000, **there is no requirement or limit for funding request amounts.**

The 2024 application requests ranged from approx. \$1,500 to \$16,000 with an average of approx. \$6,800. The applications granted in 2024 ranged from approx. \$1,500 to \$8,500 with an average of approx. \$4,600.

The 2023 application requests ranged from approx. \$2,000 to \$16,000 with an average of approx. \$6,900. The applications granted in 2023 ranged from approx. \$1,500 to \$10,000 with an average of approx. \$4,900.

How and when will applications be reviewed?

Applications are due by April 25, 2024 at noon. **This is a final deadline and the application will not be reopened for any reason following this deadline.**

The funding cycle is April 1, 2024-March 31, 2025; however, actual funding release is dependent on Indiana Criminal Justice Institute's approval of Funding Committee recommendations.

Applications will be reviewed by a committee comprised of DAC employees and community stakeholders using a scoring rubric (available below) following the due date.

DAC will then take the review committee's recommendations to the funding committee for approval. Following the funding committee's approval, DAC's board members will then review and approve these recommendations before they are sent for external approval by the County Council and Commissioners.

Following these external approvals within our community, DAC will require final approval from ICJI to release funds. **Although the funding cycle begins in April 2025, historically, this final approval has not been received until at least June of any given year.**

Disclaimer

Please be aware your project may not be **fully** funded. You shall receive notification of the DAC decision regarding funding of your request in writing within 2 weeks of DAC receiving final approval on allocations from ICJI.

What is required after your project is complete?

- All recipients will receive an MOU from DAC to clarify their specific requirements.
- Each grant recipient must complete a progress and final report form.
- Failure to complete the necessary information may result in the denial of future funding requests. Form links will be emailed to recipients about two weeks before they are due, for tracking information, please see your MOU and seek clarification from the DAC office.
- If funds are not anticipated to be expended by the end of the project, the grant recipient is responsible for making a new plan with DAC to use or return unspent funds to DAC.
- Any person or organization receiving funding from DAC is required to assign at least one person to attend regular meetings of DAC.
- It is expected that funded organizations will attend and be engaged with DAC's regular meetings. Details and schedules for these meetings are available on the DAC website (www.dacac.org).
 - When awarding mini grant applicants, preference will be given to organizations who have attended DAC meetings regularly.
- A funded organization that fails to comply with MOU requirements may be suspended from obtaining future funding.

Technical Assistance

An optional technical assistance (TA) call is scheduled for March 18, 2025 at 1 p.m. This TA will be open to all and is intended as a Q & A session. This TA will be virtual only, hosted on Zoom, and will be recorded and posted on our website at www.dacac.org under "funding."

To attend the TA, on March 18th at 1 p.m., please visit the following Zoom link:
<https://us02web.zoom.us/j/4558963749?omn=84515342057>

Who do I contact about my application?

Tanya McKinney, our Director of Operations, and Monique Johnson, our Interim Executive Director, are the main points of contact regarding mini grant applications. They can be

reached at tanya@dacac.org and monique@dacac.org Alternatively, you can always call the office with questions at 260-422-8412.

What rubric will my application be evaluated on?

1. What is your name ("the reviewer")? *

Enter your answer

2. What application number are you currently reviewing? *

Select your answer

3. Our mission is as follows: "Our purpose is to provide an effective network to collaboratively prevent substance abuse, primarily by youth, and to reduce the negative impact of alcohol and other drugs in the Allen County community."

How well does this project/program align with our mission?

(1 being not at all aligned and 10 being exactly aligned.) *

1

2

3

4

5

6

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10

4. How clear is the plan for program or project implementation? *

- Plan for implementation is not included in this application.
- Plan for implementation is general/unspecific; plan is impractical or illogical.
- Some clarification is needed, but plan is clear and logical.
- Staff/personnel have clearly defined roles and the plan for implementation is thorough. No clarification needed.

5. Is this program/project evidence-based? *

- This application includes approaches which have been proven to be ineffective, harmful, or are outdated; or does not provide clear information about whether or not it is evidence-based.
- This application is supported by peer-reviews.
- This application is evidence-informed.
- This application is evidence-based.

6. What is the projected reach of the project or program outlined in the application? *

Enter your answer

7. What funding amount is being requested? (In USD/\$.) *

Enter your answer

8. Please rate the projected reach vs. cost of this program/project. *

- Reach vs. cost is unreasonable or unsatisfactory.
- Reach vs. cost needs improvement.
- Reach vs. cost is reasonable/acceptable.
- Reach vs. cost is exceptional.

9. Please rate the community collaboration of this program/project: *

- Role of external partners and deliverables not identified; commitment is weak or non-existent.
- Support from external partners exists but is weak or poorly defined; significant clarification and/or commitment needed.
- Support from external partners exists; some clarification of roles or commitment of resources needs to occur.
- Strong commitment exists from external partners; deliverables from external partners and roles are clearly identified.

10. SMART goals are (1) specific, (2) measurable, (3) achievable, (4) relevant, and (5) time-bound. Please rate the stated goals and programmatic evaluation plans: *

- Neither stated goals nor a plan for programmatic evaluation were listed / neither meet any SMART requirements.
- Stated goals and programmatic evaluation plans do not meet most SMART requirements.
- Stated goals and programmatic evaluation plans meet most SMART requirements and could easily be adjusted to meet all requirements.
- Stated goals and programmatic evaluation plans meet all SMART requirements.

11. How many categories of marginalized populations does this organization serve? *

(How many boxes are checked in question 23 of the application?)

- 0-5
- 5-10
- 10-15
- 15+

12. Any comments?

Enter your answer

Submit

Funding Allocation Categories

Funding Allocation Categories	
Education/Prevention Category 25%	
Universal Intervention	Activities that apply to everyone (whole populations) and result in reducing access to means, altering media coverage, providing community education about prevention, and creating stronger and more supportive families, schools, and communities.
Intervention & Treatment Category 25%	
Selective Intervention	For communities and groups potentially at risk and result in building resilience, strength and capacity and an environment that promotes self-help and help-seeking and provides support.
Indicated Intervention	For individuals at high risk and result in building strength, resilience, local understanding, capacity, and support; being alert to early signs of risk and taking action to reduce problems and symptoms.
Symptom Identification	Activities that are appropriate when vulnerability and exposure to risk are high, which result in being alert to signs of high risk, adverse health effects and potential tipping points; and providing support and care.
Early Treatment	Activities for finding and accessing early care and support, which result in providing the first point of professional contact; targeted and integrated support and care; and monitoring and ensuring access to further information and care.
Standard Treatment	Activities that are appropriate when specialized care is needed and result in providing integrated professional care to manage behaviors and improve wellbeing as a step in recovery.
Justice Services/Support Category 25%	
Longer-term Treatment and Support	Activities for preparing for a positive future, providing ongoing integrated care to consolidate recovery and reduce the risk of adverse health effects.
Ongoing Care & Support	Activities for 'getting back into life'...building strength, resilience, and adaptation and coping skills, and an environment that supports self-help and help-seeking.
Grant Administration & Coalition Management 25%	