Review Application Sections

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Application Sections

1. Cover Letter
2. Application Information Sheet
3. Program Narrative
4. Budget Worksheet and Narrative
5. Assurance and Certification
6. Letters of Support
7. Coalition Member List
8. Other Program Attachments
1. Cover Letter

• Preferably on coalition / host agency or organization's letterhead
• State name of coalition and non-profit status
• If not non-profit (501(c)3), provide host agency or organization’s name
• State overall purpose of the coalition
• State the amount of funding applying for
2. Application Information Sheet

- Contact information
  - Person completing the application
  - Coalition
  - Host agency

- Basic information about your coalition:
  - Geographic
  - Mission
3. Program Narrative

Use the **Strategic Prevention Framework** to provide details about your coalition’s efforts to address substance abuse:

1. Conducting a comprehensive community assessment
2. Building individual and coalition capacity
3. Developing a **strategic plan** that focuses on environmental strategies
4. **Implementing** your evidence-based plan
5. **Evaluating** the plan’s effectiveness
SPF: Assessment

Describe for your community:

- Nature and extent of the alcohol / illicit drug problems
- Social, cultural and geographic factors that may play a role in encouraging or discouraging alcohol and/or illicit drug use
- Environmental factors that influence individual decisions to use alcohol or drugs
  - Ex. *how, where, and when* alcohol and drugs are made available
SPF: Capacity

Describe your community’s:
• Existing resources for addressing substance abuse
• Any developing or established coalition efforts
• Previous or current efforts to mobilize
• Efforts to collaborate with other coalitions
• Commitment and capacity to focus on evidence-based strategies and environmental factors
  ▪ i.e., social, physical, cultural, legal, economic factors
• Describe how your coalition is structured and managed.
  ▪ Host agency’s commitment to the coalition.
• Describe the coalition coordinator’s qualifications and experience.
  ▪ If not yet hired, describe qualifications desired, hiring process
Demonstrate/describe your community’s:

• Experience in developing plans to implement evidence-based strategies, including environmental strategies
  ▪ OR: how you will build coalition knowledge and skills in the environmental approach to ensure effective planning

• Previous efforts to maintain coalition activities, member involvement, funding and other resources.
SPF: Implementation

• Describe any previous efforts to implement evidence-based, including environmental strategies to address the substance abuse problem(s) identified
  ▪ Appendix B has a list of resources

• Include plans for involving youth, parents and the faith-based community in your future implementation efforts.
SPF: Evaluation

• Describe any previous efforts to assess whether your coalition was functioning effectively.

• Describe any previous efforts to evaluate whether your coalition’s activities contributed to any community-level changes.
  ▪ New coalition: describe any efforts made by its partners/members to assess the impact of efforts to address a community problem.

• E your commitment to participating in the NCCI evaluation plan, which includes a web-based system to track progress and outcome
Funds may be used to:

- Plan and implement evidence-based and promising strategies, including environmental strategies
- Support the formation or enhancement of a community coalition
Budget Worksheet & Narrative

- Submit:
  - A budget worksheet
  - Budget narrative must be submitted

- 12 months in FY 11: up to $30,000
Allowable costs

To plan and implement environmental strategies & to support a community coalition

- Salary support and fringe benefits for project staff
- Meeting costs (meals, materials, meeting space) associated with the coalition’s planning process
- Implementation costs
- Website development
- Telephone and postage
- Indirect costs of up to 10%
  - Total budget cannot exceed $30,000
  - So, total indirects cannot exceed $2,727
- Purchase of durable equipment (e.g., furniture, computer)
  - Only for designated staff identified in the budget
  - Purchases cannot exceed a total of $5,000
  - Must be in accordance with state budget guidelines
Allowable Costs (continued)

REQUIRED: Travel and lodging costs for up to 3 coalition members at the 3 required trainings:

- 2 week-long CADCA trainings
- Sustainability training

• REQUIRED: Part-time coordinator
## Travel/Lodging/ Subsistence

### Per Diem

**Current NC state per diem rates (as of 1/1/10)**

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.75</td>
<td>$7.75</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.10</td>
<td>$10.10</td>
</tr>
<tr>
<td>Dinner</td>
<td>$17.30</td>
<td>$19.65</td>
</tr>
<tr>
<td>Lodging (actual up to)</td>
<td>$65.90</td>
<td>$78.05</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$101.05</strong></td>
<td><strong>$115.55</strong></td>
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</tbody>
</table>
How much to put aside for required trainings?

Travel, lodging, meals: ~$5,000 per site
(Based on 3 people for each required training)

- Travel - $0.50/mile (avg. of 300 miles round trip for each participant) $0.50 \times 300 \times 3 \times 3 = \$1,350$
- Lodging/night - ~$76.00 (including tax): Total of 10 nights for each person attending trainings (3 people \times 10 \text{ nights} \times \$76 = \$2,280)
- Meals – Per diem of $35.15 per day (3 people \times 13 \text{ days} \times \$35.15 = \$1,371)
Encouraged but not required:

• Travel and lodging costs to attend other NC trainings

• Travel and lodging costs to attend the CADCA National Forum (February 2011; see www.cadca.org for more details)

• Annual CADCA membership
Non-allowable Costs

- Costs incurred to complete this application
- Out of state speakers and presenters
- Registration fees for conferences, meetings or training (without prior approval)
  - Exemption: NCCI trainings
- Any fundraising purposes
- Direct lobbying (payment for lobbying purposes)
- Purchase of land, buildings or any major construction projects, vehicles or other types of transportation
Non-allowable Costs (continued)

- Activities or events that are primarily for social, recreational or entertainment purposes
- Activities that are not included in the coalition’s approval strategic plan that is developed for this project (or have not been approved by the NCCI Coordinating Center prior to implementation), or that do not fall within the scope of the environmental model
### Appendix A: Application Sections

#### III. Budget Worksheet and Narrative

<table>
<thead>
<tr>
<th>Coalition Name:</th>
<th>Contract Period: 7/1/2010 - 6/30/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Host:</td>
<td>Contact Person:</td>
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</table>

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Budget In Amount</th>
<th>Sub-Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary/Wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PERSONNEL**

<table>
<thead>
<tr>
<th>Supplies and Materials</th>
<th>Budget In Amount</th>
<th>Sub-Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies and Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Supplies &amp; Software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janitorial Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Medical Supplies</td>
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</tbody>
</table>

**TOTAL SUPPLIES AND MATERIALS**

<table>
<thead>
<tr>
<th>Operational Expenses</th>
<th>Budget In Amount</th>
<th>Sub-Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Travel — (Lodging, per diem, mileage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coalition coordinator, member Travel/Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications — (Telephone, Postage, etc)</td>
<td></td>
<td></td>
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<tr>
<td>Utilities</td>
<td></td>
<td></td>
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<tr>
<td>Printing and Binding</td>
<td></td>
<td></td>
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<tr>
<td>Repair and Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Services — (Accounting, Payroll, etc)</td>
<td></td>
<td></td>
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<tr>
<td>Advertising</td>
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**TOTAL OPERATIONAL EXPENSES**

<table>
<thead>
<tr>
<th>Fixed Charges and Expenses</th>
<th>Budget In Amount</th>
<th>Sub-Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Rent — (Land, Buildings, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rental — (Phones, Computer, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data and Subscriptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance and Bond</td>
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</tbody>
</table>

**TOTAL FIXED CHARGES AND EXPENSES**

<table>
<thead>
<tr>
<th>Capital Outlay</th>
<th>Budget In Amount</th>
<th>Sub-Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Equipment</td>
<td></td>
<td></td>
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</tbody>
</table>

**TOTAL CAPITAL OUTLAY**

<table>
<thead>
<tr>
<th>Total Direct Costs</th>
<th>Budget In Amount</th>
<th>Sub-Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Costs (up to 10% of direct costs; cannot exceed $2,737)</td>
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</table>

**TOTAL EXPENDITURES**

Updated: 2/24/2010
5. Assurance and Certification

- Applicants are required to review and accept the Assurances and Certifications.
- Verify that the name, address, phone number, fax number, and e-mail address of the authorizing official are correct.
- The person signing this document is agreeing to the guidelines and obligations.

- Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
Assurance and Certification

1. Allowable and Non-allowable Uses of Funds
2. Provision for De-allocation of Funds
3. Conditions for Continued Allocation of Funds
4. Development and Reporting of Performance Measures and Evaluation
5. Notification of Program & Personnel Changes
6. Staff Participation in Training & TA

Required Signatures:

- Coalition Project Director
- Host Agency Director (If different)
- Fiscal Agency Director
6. Letters of Support
Demonstrates your community’s support for your coalition

Content of letter should include:

- willingness to participate
- commitment to the coalition
- describe length of involvement
- type of support
- the nature of involvement during the proposed grant period
- commitment to ensure the coalition involves parents, youth and the faith community
6. Letters of Support

Examples of various sectors of the community to obtain letters of support:

- Parents
- Faith community
- Law enforcement
- Local policy makers
- Youth
- Adjudication system
- Schools
- Prevention programs
- Social Services
- Substance abuse agencies
- Advocacy organizations
- Alternative youth services
- Public health
- Recreation
7. Coalition Member List

- List of coalition members
- Type of member
- Letter of support provided
8. Other program attachments

The following attachments may be submitted:

• Charts, tables and graphs referenced in the Program Narrative section
• Newsletters
• Meeting minutes/notes
• Newspaper articles
• Map showing the geographic area to be targeted

Please do not send the following:

• Photos
• Videos
• Large items such as mugs, T-shirts, etc.