



**SUPPORTING ADDICTION
FREE ENVIRONMENTS**
For Lake County. For life.

The coalition against substance use, abuse & misuse

Lake County Local Drug-Free Communities Fund Grant Application Instructions/Guidelines

Funding Period: July 1, 2018 – June 30, 2019

2017 Collected Funds - \$239,353.00 = \$59,838.00 per category funded to eligible community organizations

Application Packet

- 1. Grant Application Cover Form.** Applicant Information Sheet
- 2. Project Narrative.** Provide detailed and specific answers to each question. Be sure to answer all questions. Utilize the Problem Statements and Objectives as your foundation. (Scored portion of the application)
- 3. Budget Detail.** The purpose of the budget form is to describe all expenses incurred in the delivery of the service (project). Total revenue should reflect the total amount of dollars related to the delivery of service.
 - Travel to conferences will not be funded.
 - Field trips will be considered on a case-to-case basis and the need for the outing has to be outlined in the project narrative. Funding for outings that directly tie into the drug prevention programs could be considered if it is shown that it promotes relationship building among program leaders and youth. **Trips to the water park, etc. that do not show a tie into prevention programs will not be funded.**
 - **Funding may not be used for: furniture, rent, utilities, building renovations, vehicles, or start-up programs.**

All dollar amounts must be listed in WHOLE dollars.

“SAFE” refers to amount of funding you are requesting from Supporting Addiction Free Environments.

“OTHER” refers to any other source of income received to operate this project.





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Instructions

1. Complete the following application packet in its entirety.
2. Identify the category in which this project falls: prevention/education; intervention/treatment; or law enforcement/justice as defined in the “Definition of Terms” section of this proposal.
3. All proposals must specifically address one or more Problem Statement(s) and Recommended Objectives included in the Supporting Addiction Free Environments Comprehensive Community Plan (See packet for more details.)
4. Proposals may be for a single event, equipment, staffing, curriculum and/or other programming. Priority will be given to projects utilizing **Evidence Based Programs**.
5. The proposal must be **typed in Times New Roman, 12 pt. font**. The **project narrative, questions 1-9, can only be a maximum of 8 pages**. This does not include executive summary, budget, budget narrative or timeline.
6. Organizations proposing treatment programs, must submit the credentials (degrees, licenses, etc.) of the personnel providing treatment. Individuals providing services **must be certified or lincensed**.
7. School Corporations that are applying for funds **must administer the Indiana Youth Survey** to their students and **provide a data release form** to the council for the data collected from the surveys. This information will remain anonymous and by used for reporting purposes only.
8. All organizations providing services to youth or adults must administer the Lake County Substance Abuse Survey (youth or adult edition) to their clients, participants, etc. This data **must be provided** to Supporting Addcition Free Environments for reporting purposes.





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9. Police Departments that receive funds **must submit** the UCR data from the previous calendar year with the 6-month report.
10. New organizations **must** submit a tax status questionnaire and W-9 form.
11. Organizations that are **not** subject to annual audits **must** deposit SAFE funds in an account separate from all other funding or keep the accounting of those funds in a separate spreadsheet if questions arise.
12. Proper IRS documentation of non-profit status must be submitted with the completed proposal.
13. Submit one (1) original and five (5) copies of the completed application packet no later than 4:00 p.m. on **Monday, April 30, 2018** (or postmarked by **April 30th**) to:

Supporting Addiction Free Environments
8400 Louisiana Street
Merrillville, IN 46410
Attn: Renee Moy

Late and/or incomplete proposals will not be reviewed





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Definition of Terms

(Definitions provided by Governor's Commission for a Drug-Free Indiana.)
According to Indiana Code, Lake County Drug-Free Communities Funds must be divided as follows:

25% Treatment 25% Prevention 25% Law Enforcement 25%
Administrative

Prevention/Education: "Prevention" defined. Sec.1.8. As used in this chapter, "prevention" means the anticipatory process that prepares and supports an individual and programs with the creation and reinforcement of healthy behaviors and lifestyles Programs, activities, services or materials aimed at deterring individuals from the use or abuse of, or addictions to alcohol, tobacco and other drugs. These could include (1) informational programs, providing knowledge an increased awareness; (2) educational programs to build skills through structured learning processes; (3) community and professional mobilization, providing ongoing networking activities and technical assistance to community groups or agencies; (4) alternative programming, to give healthy alternatives to the use and abuse of alcohol and other drugs while at the same time discouraging this use; or (5) social policy and unwritten community standards, codes, and attitudes.

Justice/Law Enforcement: "Criminal justice services and activities" defined. Sec. 0.5. As used in this chapter, "criminal justice services and activities" means programs that assist: (1) law enforcement agencies; (2) courts; (3) correctional facilities; (4) programs that offer probation services; and (5) community corrections programs; with individuals who have alcohol or drug addictions and who are suspected of having committed a felony or misdemeanor, have been charged with a felony or misdemeanor, or have been convicted of a felony or misdemeanor.





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Intervention/ Treatment: "Intervention" defined. Sec.1.3. As used in this chapter, "intervention" means: (1) activities performed to identify persons in need of addiction treatment services; and (2) referring persons to or enrolling persons in addiction treatment programs. Services for those who are identified as in need of recovery from problems associated with excessive or inappropriate use of alcohol and other drugs. Services cover a spectrum of activities such as identification intervention, referral and assessment, as well as a continuum of treatment services. The Bureau of Addiction Services of the Family and Social Services Administration's Division of Mental Health must certify treatment providers.

Monitoring Role of LCC

Recognizing the need for accountability to the community as well as funding agencies, Supporting Addiction Free Environments (SAFE) has established the following procedures for monitoring the progress of programs and activities:

1. **Coalition Meetings:** SAFE meets the 4th Wednesday of January, February, March, June, September, October, and November) at Geminus Corporation in the basement conference rooms at 9:00AM. They meet 7 times per calendar year. These meetings are open to the public. SAFE also have regular committee meetings that meet with necessary after regularly scheduled general meetings. Meeting schedules will be provided at the beginning of each grant cycle.
2. **Establishment of Grant Review Committee:** SAFE annually appoints a Grant Review Committee to accept proposals from agencies requesting funding from SAFE fund. The Grant Review Committee is comprised of individuals who are not members of the coalition and who are familiar with funding.
3. **Memorandum of Agreement with All Funded Programs and Projects:** SAFE maintains a signed contract with all funded programs and projects.





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4. **Presentations to SAFE by Funded Programs and Projects:** Agencies having funded programs and projects make oral presentations on a rotating schedule at the monthly general and committee meetings.
5. **6-month and Year-end Written Reports Containing Both Fiscal and Program Data:** Agencies having funded programs and projects are required to submit a written mid-year and end of year report. Reports are designated to provide both program and fiscal accountability and serve as a source of data to monitor progress of identified Problem Statements.
6. **On-Site Reviews of Funded Programs and Projects as Determined:** SAFE conducts on-site reviews of funded programs and projects as determined necessary.
7. **Media Releases:** Activities of SAFE are reported to the general public through media releases and presentations at community events.

General Conditions of Funding

Agencies or organizations that receive funding must meet the following obligations. Grantees that are not in compliance with these requirements may have funding terminated or not receive future funding from the coalition:

1. **Actively serve on one (1) or more SAFE committees.**
2. **Provide mid-year and year-end reports to SAFE Program Manager and Prevention Assistant. (Reporting forms will be provided).**
3. **Recognize SAFE on any literature, media, T-shirts, etc used in promotion of program funded by SAFE. (SAFE logo available upon request).**
4. **Adhere to the attendance requirement laid out in the SAFE By-Laws, Article III, Section 1. A.**

Important Dates to Remember

April 30, 2018

Application Deadline

8400 Louisiana Street
Merrillville, IN 46410
219.757.1835

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LATE APPLICATIONS WILL NOT BE CONSIDERED, **MUST BE
SUBMITTED BY 4:00PM ON 5/1/2017 (OR POSTMARKED BY
5/1/2017)**

June 27, 2018 *Awards Announced*

January 14 , 2019 *Mid-term Report Due*

June 30, 2019 *End of Grant Funding Cycle. All funds must be spent by this date.*

July 15, 2019 *End of Year Report Due*

*Unused Funds Due. All unused grant funds must be returned to
SAFE.*

By submitting and application, your agency has read the above information and will adhere to the grant instructions/guidelines outlined above. You understand that if your agency does not follow the above grant instructions/guidelines as stated above that funding may be terminated or your agency may not receive future funding from SAFE.

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