

Proposal Writing Workshop
September 12, 2006

1. Part I - the tool for naming and coding the program/strategy/project with approved prevention language on Part II
2. Description of project (#1)
 - Where, when, and who should be on the first page
 - What are you doing and why are you doing it; what do you expect to happen as a result of implementing this project
 - Example A: *we are running an after-school “chill spot” for high school students Monday – Thursday 2:00 – 6:00 pm with spaces to think, play games, work on the computer, learn conflict resolution skills and plan drug prevention activities with the goal of providing kids who lack a defined group in an after-school supervised space with caring adults as mentors;*
 - Example B: *the police have asked us to provide additional programs for unsupervised 6th grade students after school to deter their gang recruitment...we are implementing Life Skills Training for them the first half of the year and Get Real About Violence in the spring;*
 - Example C: *we have a base of Hispanic parents who don't know how to use school resources or know school rules and cultural norms...we want to sponsor a Hispanic Parent group that would provide awareness and education programs in Spanish with refreshments and opportunities to chat with other parents)*

3. Justification for use of the funds in concrete terms (#2)
4. SDFSCA justification (#3) (Goal of SDFSC federal funds are to prevent and/or reduce alcohol and other drug use
 - *Increase the awareness of parents and other adults in the community about the risks and consequences of providing alcohol to minors*
 - *Provide a safe, structured environment for youth in a high-risk area of the county*
 - *Provide a mentor or a caring adult on a regular basis for youth at-risk*
 - *Increase the parenting skills, family management, and parent-teen communication*
 - *Decrease access to alcohol and tobacco products*
 - *Increase the number of normative messages in our community (high school)*
 - *Increase the membership base of the coalition*
5. Collaboration and networking (#4)
6. Publicity and marketing (#5)
 - Brochures and flyers need to be cleared by me prior to printing and distribution;
 - Recognition of the use of federal funds is mandatory; there is a new federal law called the Stephens Amendment we must comply with that impacts print materials

- With projects you are supporting but not implementing in some way there must be recognition of the support of the coalition and recognition of the use of federal funds

7. Other Resources (#6)

- It is critical that we show how we leverage these funds to provide a much greater service than the actual amount invested by the coalition

8. What is fundable and not – bottom line: expenses must be appropriate, allowable, and reasonable

- Entertainment is not fundable (this includes all national speakers who entertain with their message and the MADD multi-media productions)
- Give-aways are never funded (tee-shirts, pens, coupons to use at stores, incentives)
- All Night Grad and prom celebrations have their own list from the State of Virginia on what we can be funded with the use of SDFSCA funds (attached)
- Out of state events
- Entry fees or registration fees for competitions
- Private buses
- Meals at restaurants, purchases from gourmet food/grocery stores
- Guidance materials not related to ATOD or violence prevention and ATOD/violence prevention materials not approved by guidance for use by counselors

- Parenting library materials not related to ATOD or violence prevention or risk/protective factors
- Outdated prevention programs not on the NREPP list
- Secretary for the coalition (finance assistant is fundable)
- Supplanting (buying novel related to character education for 7th grade class to read)

9. Supporting model prevention programs

- *Get Real About Violence*
- *Life Skills Training*
- *Guiding Good Choices*
- *Life Skills Family Component*

10. Supporting the middle school after school program

- No funds are needed; they are fully funded
- Co-sponsor parent programs in the evening on specific topics or parenting skills
- Support programs through marketing
- Provide community networks

de: 8/2006