
Prevention Action Alliance

Lifetime Prevention | Lifetime Wellness

#PUSH4Prevention Stipend – Request for Applications Fall 2019 – Spring 2020

The #PUSH4Prevention Stipend, coordinated by Prevention Action Alliance (PAA), is made possible with funding from the Ohio Department of Mental Health and Addiction Services. This funding provides an opportunity for coalitions to enhance or implement environmental strategies in their communities. These grants are intended to increase the number and quality of environmental strategies used in your community and to foster innovative approaches for promoting a prevention message. The focus of these stipends will be to address substance misuse.

Timeline	
Monday, October 21, 2019	Announcement Released
Tuesday, October 29, 2019, 11:00 AM EST	Informational Webinar [Click here to register for webinar]
Friday, November 1, 2019, 11:59 PM EST	End of question period
Friday, November 8, 2019, 11:59 PM EST New deadline: Friday, November 22, 2019 11:59 PM EST	Online Applications, Budget, & Signed Assurances due. Submitted via Survey Monkey
Friday, November 15, 2019 New notice date: Monday, December 9, 2019	Notices of Award Sent
Friday, June 12, 2020, 11:59 PM EST	Final Report Due

Submission Information:

Please email questions to rfp@preventionactionalliance.org by Friday, November 1, 2019. All questions and answers will be posted at <https://preventionactionalliance.org/push4prevention/> within two days of receipt. You may not contact any Prevention Action Alliance staff directly with questions. Submit the RFP via <https://www.surveymonkey.com/r/5L7GDWB> and include budget, and assurances, appropriate documentation. No emailed or paper submissions will be accepted.

Award Criteria:

1. Eligibility:

Partnership between your coalition and other community organizations are strongly encouraged if applicable to the proposed project. Additionally, funding must be distributed through a **501(c)(3)** not-for-profit organization, local government agency, school, college or community-based group.

2. Availability of Funds:

A total of \$10,000 is dedicated to coalition stipends. Applicants may only submit ONE project application, for up to a \$2,500 stipend. The application review committee will determine the level of funding based on project scope, appropriate use of funds, and the criteria described in this Request for Applications.

3. Scope of Work:

The #PUSH4Prevention stipends should be used to enhance an existing environmental community strategy or to promote a prevention messaging strategy focused on substance use prevention, and to build community recognition for prevention efforts. Examples include:

- a. Promoting prevention within your community
- b. Enhancing partnerships with law enforcement
- c. Enhancing efforts with the faith-based community
- d. Assessment activities related to environmental scanning
- e. Engaging community leaders and stakeholders in prevention planning
- f. Building on existing prevention messaging efforts, i.e. alcohol awareness activities, National Prevention Week, etc.

4. Reporting requirements:

- a. Provide progress report in March 2020
- b. Final reporting will be due **Friday, June 12, 2020**
- c. Grantees are required to submit expenditures and report any unspent Funds to Prevention Action Alliance on **Monday, May 18, 2020**. If the Grantee does not expend the entire portion of the awarded Funds, they will be returned to Prevention Action Alliance at this time.

5. Funding permissions:

- a. **Funds may be used for:** printing; promotion; costs associated with law enforcement strategies; project-related materials; capacity-building activities; transportation assistance (applicant will demonstrate need in the project plan)
- b. No more than 10% of the funding may be used for food and/or beverage
- c. No more than 15% may be used for transportation or mileage (\$.52/mile) without prior written approval
- d. Funds may NOT be used for: school-based curriculums; prom-related activities; to purchase equipment (unless with prior written approval from PAA); subscriptions; or to purchase materials from PAA
- e. This funding opportunity is limited to those serving the prevention needs of Ohioans

NOTE: Failure to meet the deadlines, as outlined above and in combination with the assurances, will be considered in application reviews for all future Prevention Action Alliance projects.

Resources:

- Environmental Strategies for Prevention Coalitions – [CADCA](#)
- National Prevention Week Event Ideas – [Substance Abuse Mental Health Services Administrations \(SAMHSA\)](#)

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#PUSH4Prevention Stipends

All applications must be submitted online at <https://preventionactionalliance.org/push4prevention/>. It is advised to write the narrative in a different program and copy/paste responses into Survey Monkey. Application deadline is **Friday, November 8, 2019 at 11:59 PM EST**. Below are the required components.

APPLICANT ORGANIZATION – Contact Information

- Organization
- Contact Person/Project Lead
- Address, Telephone, Email Contact
- Fiscal officer information
- Federal Tax ID Number
- Requested Funding Amount – up to \$2,500

NARRATIVE PROMPTS

1. Briefly describe the membership, structure, target population, and geographic area of your coalition. (3,000 characters)
2. Briefly describe your coalition’s priorities over the last 12 months. (6,000 characters)
3. Discuss the need for your project and the problem that your project will address – including the population it will impact. Please also include any relevant data or supporting information. (6,000 characters)
4. Describe how you will use these funds to enhance or implement environmental strategies in your community.
-OR-
Describe how you will use these funds to promote prevention messaging in your community.
*In this section, outline your approach and timeline for the project. (10,000 characters)
5. Collaboration and developing partnerships within your community is an important part of substance use prevention. If you have collaboration partners for this project, what are their roles? If you do not have collaboration partners, please discuss how this funding may help your coalition build capacity. (3,000 characters)
6. Discuss any foreseeable barriers your coalition may face with this project and how Prevention Action Alliance can help with possible solutions. (3,000 characters)

Budget Template

See “Availability of Funds” section in RFP for acceptable cost areas and levels. The total costs listed in the “Amount from PAA” column may not exceed the grant funding amount. Add other categories or items as appropriate.

You may include in-kind donations or matched funds that are helping you achieve the project goal. This budget template must be uploaded and submitted with your application.

Category or Item	Amount from PAA	Amount from In-kind or donations
Personnel		
Consultants		
Supplies		
Travel		
Food		
Conferences/Training/Registrations		
Sub-total		
Total Cost		

Budget Narrative

UPLOADED DOCUMENTS

- Budget
- W9 or 501(C)3 documentation
- Signed Assurances

SCORING RUBRIC

Does Proposal meet the scope of the Request for Proposal? Yes/No (f no, proposal cannot be scored.)	
Applicant Organization Contact Information	3
• Prompt 1	4
• Prompt 2	3
• Prompt 3	4
• Prompts 4-6	14
Budget and Budget Narrative	6
Assurances and Other Requested Documentation	4
Total	= 38