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# Prevention Action Alliance

Lifetime Prevention | Lifetime Wellness

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## Capacity for Prevention Stipend – Request for Applications November 2023

The *Capacity for Prevention 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 community organizations to enhance prevention capacity in their communities. These grants are intended to increase the number and quality of prevention 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 use, problem gambling, suicide, or other behavioral health prevention efforts.

| Timeline                                 |  |
|--|--|
| Thursday, November 30, 2023, 1:00 PM EST | Informational Webinar [ <a href="#">Click here to register for webinar</a> ]         |
| Friday, December 22, 2023, 5:00 PM EST   | End of question period   |
| Friday, January 12, 2024, 5:00 PM EST    | Online Applications, Budget, & Signed Assurances due.<br>Submitted via Survey Monkey |
| Friday, January 26, 2024                 | Notices of Award Sent  |
| Friday, May 31, 2024, 5:00 PM EST        | Final Report Due   |

### Submission Information:

Please email questions to [rfp@preventionactionalliance.org](mailto:rfp@preventionactionalliance.org) by 5:00 PM EST, Friday, December 22, 2023. All questions and answers will be posted at <https://preventionactionalliance.org/capacityforprevention/> 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/MX6SYYW> and include budget, and assurances, appropriate documentation. No emailed or paper submissions will be accepted.

## **Award Criteria:**

### **1. Eligibility:**

Partnerships between your community organization 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 \$15,000 is dedicated to this project. Applicants may only submit ONE project application, for up to a \$3,000 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 Capacity for Prevention stipends may be used to build capacity for an existing prevention strategy, implement a new prevention strategy, promote a prevention messaging strategy, or to build community recognition for any behavioral health prevention efforts. Examples include:

- a. Promoting prevention within your community
- b. Enhancing partnerships with various community sectors
- c. Assessment activities related to environmental scanning
- d. Engaging community leaders and stakeholders in prevention planning
- e. Building capacity for virtual prevention through the use of technology

### **4. Reporting requirements:**

- a. Final reporting will be due no later than **5:00 PM EST Friday, May 31, 2024**
- b. Grantees are required to report any unspent Funds to Prevention Action Alliance on **Friday, May 31, 2024**. 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. No more than 10% of the funding may be used for food and/or beverage
- b. No more than 15% may be used for transportation or mileage (\$.58/mile) without prior written approval
- c. No more than 50% may be used on equipment or subscriptions
- d. Funds may NOT be used 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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## ***Capacity for Prevention Stipends***

All applications must be submitted online at <https://preventionactionalliance.org/capacityforprevention/>. It is advised to write the narrative in a different program and copy/paste responses into Survey Monkey. Application deadline is **5:00 PM Friday, January 12, 2024**. 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 \$3,000

### **NARRATIVE PROMPTS**

1. Briefly describe your organization. (Tell us who you are, how you're structured, and who you serve.)
2. What types of prevention activities are you currently engaged in, and what are your priorities?
3. What will this project address, and why is it important in your community? Please include information about the (primary) population you'll serve. Please also include any relevant data or supporting information.
4. How will these funds be used to build capacity for prevention in your community? Provide information about how these funds will grow relationships with community partners, make prevention services more accessible, or raise awareness around prevention in your community.
5. Discuss any foreseeable barriers your organization may face with this project and how Prevention Action Alliance can help with possible solutions.

**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.

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

**Budget Narrative**

**UPLOADED DOCUMENTS**

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

**SCORING RUBRIC**

Does Proposal meet the scope of the RFP? YES / NO  
(if no, proposal cannot be scored.)

|   |                    |
|---|--------------------|
| Applicant Organization Contact Information  | 5 possible points  |
| Narrative Prompts (5points each X 5prompts) | 25 possible points |
| Budget and Budget Narrative                 | 5 possible points  |
| Assurances and Other Documentation          | 5 possible points  |

**Total Possible Points** **40**