

Monadnock Voices for Prevention Regional Coalition

REQUEST FOR PROPOSALS

TO REDUCE UNDERAGE AND BINGE DRINKING



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MONADNOCK VOICES FOR PREVENTION REGIONAL COALITION
2010 REQUEST FOR PROPOSALS

WELCOME

Welcome and thank you for your interest in the Monadnock Voices for Prevention March-September 2010 Request for Proposals (RFP). The required materials to be submitted through this RFP are PDF forms that you can fill out, save, print and sign. It is best if you have the latest version of Adobe Acrobat Reader. This software is free and can be downloaded at <http://get.adobe.com/reader/>. Please be sure to save all of your documents to your hard drive before you begin. Please note that not all of the Budget Forms calculate totals for you.

Enclosed Documents

- Introduction and Overview
- Application Instructions
- Budget Detail
- Budget Form
- Appendix A-Evidence Based Strategies and Activities
- Appendix B-Seven Steps to Community Change
- Appendix C-Contributing Factors
- Appendix D-Data Workbook/Background Information

Introduction & Overview

ABOUT US

Through the collaborative efforts of the Creating Positive Change (CPC), Community and Schools Together (CAST), Hinsdale Prevention Coalition (HPC), and Monadnock Area Drug and Alcohol Coalition (MADAC), the Monadnock Region was the recipient of a Strategic Prevention Framework grant to synchronize the experience and expertise of these groups, and to provide a more coordinated and uniform effort to reduce underage and binge drinking in the Monadnock Region. These four groups, Cheshire Coalition for Tobacco Free Communities, ACCESS afterschool programs, and many individuals and organizations from thirty-two communities in the Monadnock Region collaboratively form Monadnock Voices for Prevention. The Strategic Prevention Framework is an initiative of the State of New Hampshire's Department of Health and Human Services through the Bureau of Drug and Alcohol Services division. The communities within Monadnock Voices for Prevention (MVP) include: Antrim, Bennington, Chesterfield, Dublin, Fitzwilliam, Frankestown, Gilsum, Greenfield, Greenville, Hancock, Harrisville, Hinsdale, Jaffrey, Keene, Marlborough, Marlow, Mason, Nelson, New Ipswich, Peterborough, Richmond, Rindge, Roxbury, Sharon, Stoddard, Sullivan, Surry, Swanzey, Temple, Troy, Westmoreland, and Winchester.

PURPOSE

The purpose of this grant is to promote regional collaboration and implement effective, and/or evidence based environmental or universal prevention strategies that reduce alcohol use and abuse in 12 – 25 year olds.

ELIGIBILITY

1. Project must be relevant to reducing underage and/or binge drinking in 12-25 yr. olds
2. Project must be an evidence based strategy, or meet the criteria developed by the state of NH for effectiveness (see NREPP lists, or effectiveness chart at www.monadnockvoices.org)
3. Strategy must be focused on one of the priority risk factors defined by the region that includes: social norms, enforcement, social access/availability, and must address at least one contributing factor that has been identified by the region (see www.monadnockvoices.org for priorities and contributing factors)
4. Funds cannot supplant existing NH State Bureau of Drug and Alcohol Services monies. Awardees will be required to sign assurances that MVP funds will not supplant current funding.
5. Applicant must meet all NH State Bureau of Drug and Alcohol Services required guidelines for cultural competency, Memorandums of Understanding, training, and agree to fulfill all progress and financial reporting monthly, with a final report due by September 1, 2010.
6. Recipients must agree to provide monthly reports through a provided paper method, or if trained in KIT, through data entry into that system under MVP administration.
7. Priority will be given to strategies that address environmental conditions that contribute to youth and young adult alcohol use and abuse (see contributing factors and data workbook available at www.monadnockvoices.org).
8. Applications will be considered for the following communities: Antrim, Bennington, Chesterfield, Dublin, Fitzwilliam, Frankestown, Gilsum, Greenfield, Greenville, Hancock, Harrisville, Hinsdale, Jaffrey, Keene, Marlborough, Marlow, Mason, Nelson, New Ipswich, Peterborough, Richmond,

Rindge, Roxbury, Sharon, Stoddard, Sullivan, Surry, Swanzey, Temple, Troy, Westmoreland, and Winchester.

9. Applicant participation with Monadnock Voices collaborating coalitions including Communities and Schools Together, Creating Positive Change, Hinsdale Prevention Coalition, Monadnock Alcohol and Drug Abuse Coalition, Cheshire Coalition for Tobacco Free Communities, and/or ACCESS afterschool programs is encouraged. At a minimum, attendance at regional planning and networking events will be required.
10. Proposals may be submitted by any established non-profit corporation with 501(c)3 status, public agency, or by a consortium of non-profit and private entities. In the case of collaborative proposals, one organization shall be designated to enter into a contractual relationship with MVP.
11. MVP Oversight Board Members are not eligible to apply.

PROJECT SCOPE

Funds will be awarded contingent on NH State Bureau of Drug and Alcohol Services approval with final reporting for all projects due by September 1, 2010. The total amount of funds available regionally is 85,000.00.

SUBMISSION AND REVIEW PROCESS

Proposals should be submitted electronically to kmcmillan@mc-ph.org, or mailed to Monadnock Voices for Prevention, 105 Castle Street, Keene, NH 03451. Proposals will be distributed to reviewers from the Monadnock Voices Oversight board, and are contingent on final NH State Bureau of Drug and Alcohol Services approval. Proposals will be reviewed based on criteria in the request for proposal and recommendations will be submitted to the Bureau of Drug and Alcohol services, who will have the final decision regarding funding.

DUE DATE

Proposals are due by 4:00 pm on March 5, 2010.

AGREEMENT FOR FUNDING

Applicants receiving funding will be expected to:

- Submit a one-page summary of progress made monthly on a provided form, or complete KIT data entry requirements (applicants will have an option of a paper form or can enter directly into the KIT database) after funding is awarded. Reports should include a copy of all materials that are developed or derived from the project.
- Acknowledge SPF SIG funding in all publications that result from work supported or partially supported with MVP resources such as: “This material funded through the Monadnock Voices for Prevention Strategic Prevention Framework Grant”.
- Participate in activities, such as regional priority and planning sessions, training seminars, and coordinate/communicate plan with your local coalition.
- Provide project information to MVP to be used in evaluation and to possibly be posted on the MVP web site.
- Agree to share and collect data with MVP.
- Complete and report all activities by September 1, 2010.
- Sign a memorandum of understanding, assurances and a cultural competency agreement.

**Monadnock Voices for Prevention
Application for Strategic Prevention Framework Funds**

Applicant Information

Name of Applicant:

Address:

Phone:

Email:

Name(s) of co-applicants(s):

Applicant Organization/Group:

Administrative Contact:

Name:

Phone:

Email:

Title of Project:

Total Funds Requested:

Project Abstract (<500 words) (15 points)

Briefly describe the project and how funds will be used to implement the selected strategy and assist in developing a long term sustainable effort. Include a brief description of how the strategy will be evaluated.

Project Description (≤ 3 pages) (20 points)

Attach a project description. Include a brief background describing the relevance of the project to the regions plan to reduce alcohol use and abuse in 12-25 year olds, the objectives of the program that this funding will support; target population, and the specific techniques used to achieve the goals of the project. Include: data that supports strategy and effectiveness; model programs/strategies; short term outcomes; long term goal; and key methods or techniques that will be developed or used.

Capacity ((≤ 1 page) (15 points)

Attach resumes of any personnel that will be involved with the strategy. Describe the collaborative nature of the project and the ability of the applicant to deliver the strategy as outlined. Include plan for ensuring cultural competency.

Sustainability (≤ 1 page) (15 points)

Describe how the project will be sustained beyond this funding. Include the long term impact of the project on potential additional funding for the region, and if applicable explain how the strategy will garner additional funding (include additional sources that you will be applying to including agency, RFP and deadline).

Evaluation (≤ 2 pages) (20 points)

Describe how you will evaluate your plan, and who will be involved in the evaluation. Attach copies of any evaluation tools that will be utilized. Attach resume (s) of evaluator(s).

Budget Request (15 points)

Amount of Funds Requested: \$_____ (Attach Budget Detail and Budget Form)

Provide a brief narrative justification for the items requested, then complete and attach the two budget forms enclosed. Please note we cannot fund web sites or office equipment. Itemize each category (i.e. Curriculum, training, stipends, media etc.) and indicate the specific amounts requested.