



City of Delray Beach Grant Application for **Substance Abuse Training and Education**

The City of Delray Beach ("City") is seeking organizations to provide **Substance Abuse Training and Education** to schools, churches or other charitable institutions within the City limit which service school age children. Funding for the training and education program(s) will be allocated on an annual basis to satisfy a Settlement Agreement and Consent Order involving the Caron Foundation of Florida, Inc.

GRANT GUIDELINES:

Eligibility To qualify for consideration, your organization must have a past history of providing training and educational programs for at least 2 years that help support the prevention of substance abuse for school aged children. Training and education programs can include but are not limited to topics on self-esteem, feelings, bullying, family strengthening, mentoring, peer pressure, and coping mechanisms. Eligible applicants include nonprofits with 501(c)(3) tax-exempt status, schools, churches, For-Profit organizations and independent educational consultants providing education and training services.

Grant amounts The City will award one (1) \$20,000 grant; and six (6) \$2,500 grants. Grants will be awarded, in part, based on the number of children being served in the program, overall financial needs of the provider and program and the organization's capacity for program execution. Grant funding may be used for such items as salaries, facilitators, outreach, marketing, supplies, and materials.

Grant Submittal All applications shall be submitted to the City Clerk's Office located at 100 NW 1st Avenue. The applicant will be notified within thirty (30) days of the closing date of the grant cycle if it has been awarded a grant. If successful, the applicant will be required to enter into a Grant Agreement (herein after referred to "Agreement") with the City of Delray Beach for Substance Abuse Training and Education Services. Applications will be accepted from August 25, 2017 to October 6, 2017.

Payment The payment for the \$20,000 grant will be determined through the negotiated Agreement. The \$2,500 grants will be paid in full after the signing of the Agreement and the applicant has invoiced the City for services to be rendered. The grant cycle will be expedited this year. **All grant dollars must be spent prior to the end of June 2018.** Applicants will be required to submit to the City thirty (30) days prior to the termination of the Agreement a Program and Financial Report. Failure to provide a complete report, as determined by the City, will result in the organization being ineligible to apply for this grant again.

Application Process

1. The grant application will be available on line at www.mydelraybeach.com and hard copies will be available at the City Clerk's Office
2. City of Delray Beach Staff will review applications for eligibility and completeness
3. Grant applications will be reviewed by a Review Panel comprised of City of Delray Beach Employees and/or constituents of the City of Delray Beach
4. The City Manager will review all applications recommended by the Review Panel and he/she will make the final decision on all grant awards

It is the City's goal to maximize its resources by funding organizations that are able to provide other resources to match the City's funding in order to implement desired programs. The match can be in the form of organization funds, other grant funds, in-kind donations, or any combinations thereof.

Matching funds may not include any City facilities and/or in-kind City contribution. Additional rating points will be awarded to organizations that demonstrate in writing that grants funds will be leveraged.

It is the City's goal to encourage local non-profits organizations that provide a common goal and choose to operate joint programs/services within the City or in collaboration with another agency. Agencies must provide documentation evidencing such partnership/collaborations such as copy of the executed contract or memorandum of understanding between the agencies in partnership. Additional rating points will be awarded to organizations that demonstrate in writing the partnership/collaboration of the proposed program and/or service

Prior to Grantees providing services, all persons having access to and/or providing programming and/or services to the vulnerable sector, such as children, the elderly, or the disabled, shall pass a Level II criminal background screening in accordance with the requirements of Florida Statute. The background screening shall include employment history checks and both local and national criminal record checks coordinated through a law enforcement agency as outlined in the Agreement

APPLICANT INFORMATION

Complete the Application Information on agency letterhead. The Project Narrative shall be attached using 8½" x 11" paper, 12pt, Arial Font, single spaced and no more than four (4) page narrative with up to four (4) supporting documents for the \$2,500 grant; and no more than eight (8) page narrative with up to six (6) supporting documents for the \$20,000 grant. Supporting documents shall include a detailed organization and program budget and one letter of support.

Organization's name			
Mailing Address			
Federal Tax ID # If Applicable			
Main Contact Person's Name		Phone:	
Email			
What year was your organization established?			
Amount of Grant Requested: <input type="checkbox"/> \$2,500 <input type="checkbox"/> \$20,000			

Executive Director or official/individual authorized to bind the organization to this application.

Signature: _____ **Date:** _____

Print Name: _____

Your signature acknowledges your agreement to follow through with the program as outlined in the *Project Narrative* and submittal of a final Program and Financial Report thirty (30) days prior to the termination of the Agreement.

PROJECT NARRATIVE

1. Provide Name of Project/Proposal
2. Provide a brief summary of the proposed program. Be sure to incorporate answers to the following:
 - A. State the mission and vision of your organization.
 - B. Describe the type of substance abuse and education training that will be provided with stated objectives and outcomes. Training and education initiatives can include but are not limited to programs that support self-esteem issues, bullying, awareness campaigns, family strengthening activities, books and materials for school libraries, motivational speakers, facilitators to discuss substance abuse with youths at schools, out-of-school programming, teen and youth programs, and churches
 - C. State the ages and number of participants the program will serve and the length and success of the program if the program has been implemented in the past.
 - D. State the annual program budget (attach a detailed program budget with the application)
 - E. Provide information on where the program will be located and timeframes for implementation that supports the stated objective(s).
 - F. Describe how the program will be evaluated including an outcome statement with specific and measurable data.
 - G. Describe if the grant will include collaborating partners, matching dollars, and in-kind donations and the associated dollar amounts

For Questions Contact:

Janet Meeks at (561) 243-7000 ex: 7100 or meeksj@mydelraybeach.com

Applications must be submitted to the City Clerk's Office by 2:00 p.m. on October 6, 2017. Proposals received after deadline date and/or time will not be accepted.

Please submit one (1) original copy of the application and five (5) copies to:

**The City of Delray Beach - City Clerk's Office
Substance and Abuse Training and Education Grant Application
100 NW 1st Avenue
Delray Beach, Florida 33444**