



IDAHO STATE LIQUOR DIVISION
2016 Alcohol Education Mini Grant Program Application

1. PROJECT ADMINISTRATION

Grant Applicant _____

Project Coordinator _____

Title _____

Address _____
Street or P.O. Box City State Zip Code

Daytime Telephone _____ Fax Number _____

Email Address _____

2. PROJECT DESCRIPTION

Project Title _____

Project Start Date _____ Project Completion Date _____

Project Description (attach): See detailed instructions in Application Guidelines.

3. BUDGET

Amount Requested
from Idaho State Liquor
Division

\$ _____

Table with 2 columns: Description, Amount. Header: Income from other sources (Itemized Project Budget (attach)). Rows include dollar signs.

4. AWARD PAYMENT INSTRUCTIONS

Please confirm the name and mailing address of the entity to whom the award check should be made payable. A W-9 form is required before processing funds for the grant. Once the W-9 form is received, the agency will be informed and the funds will be released to the appropriate contact.

Make check payable to:

Mailing Address:

Phone No.:

5. SIGNATURE

Table for signatures and dates. Rows for Applicant Director/Administrator and Project Coordinator, including Name (Please Print) and Date fields.

Please return application by Monday, December 21, 2015. Thank you.

The National Alcohol Beverage Control Association (NABCA) recognizes the importance of its role and more importantly, that of its member states, in the area of alcohol abuse prevention/education. The NABCA's Public Affairs Committee and Education Task Force, in particular, have been driving forces behind the Association's growing involvement in, and commitment to, educational efforts.

As such, NABCA has made available to the Idaho State Liquor Division as one of its member states an education award of \$10,000 for development, enhancement or expansion of effective alcohol education efforts. The Association's belief in the involvement of the control state agency in this effort is paramount to each individual jurisdiction's responsibility to *"support and participate in alcohol education and prevention, providing information and resources that promote responsibility..."*

The ISLD supports this belief and recognizes the great work going on in the state. The ISLD wants to support and participate in alcohol education and prevention, as well as provide information and resources that promote responsibility. Therefore, for 2016, the ISLD has elected to create an Educational Mini Grant Program to distribute these funds to partnering agencies through a competitive grant system. Community organizations, law enforcement, schools, colleges, universities, nonprofit agencies, or for profit organizations are encouraged to apply.

The Idaho State Liquor Division will implement the Educational Mini Grant Program by developing a Grant Review Committee to select the grant recipient(s). When appropriate, the ISLD will also provide volunteer resources for successful implementation of the proposal.

How These Funds Would Be Used

A. Criteria

1. Any activity must have the intention of taking action to reduce the irresponsible sale/use of alcohol beverages.
2. Recipients are strongly encouraged to work with the ISLD in the development of the project.
3. The proposed mini-grant(s) should seek to change the environment that encourages or allows irresponsible consumption of alcohol.
4. A strong focus of the applications should be on underage and /or dangerous drinking.

B. Sample Activities (You are not limited to this selection.)

- Media Campaigns
- Multi-Agency Coordination and Collaboration
- Community Team/Coalition-Building
- Legal and Regulatory Initiatives
- Hospitality Resource Panels
- Awareness of Laws and Regulations
- Youth/Adult Leadership Activities
- Assessing Community Services, Needs and Attitudes
- Development and Dissemination of Educational Materials
- Environmental Prevention Strategies
- Responsible Retail Licensee Initiatives
- College/High School Conferences

Application Guidelines

1. Project Administration

The Applicant will play the primary role in project leadership. The project coordinator is the individual who will be the ISLD contact for the project. The coordinator should be closely involved with all aspects of the project through its duration.

Please return application by Monday, December 21, 2015. Thank you.

2. Project Description

Describe the plans for spending the funds. Proposals should not exceed one page and should address each of the following in the order listed:

- Brief Summary - Describe the activity the Educational Mini Grant Award will be used to fund and the anticipated impact.
- Criteria - Describe how the activity meets each of the four criteria outlined in this brochure.
- Time Line - Indicate starting and completion dates (*please include actual dates or month/year*).
- Evaluation - Describe the plan for evaluating the project's impact. (*i.e. may include surveys, program/project reports on impact, direct feedback, etc.*)
- Continuation - Outline the plan for continuation after the award funding.

3. Budget

A brief budget justification statement must accompany the proposed budget. The justification should clearly explain why each expense is necessary for the proposed project. Monies are not to be used to supplant existing activities. You may include a W9 with your application or one will be requested before funds can be distributed.

4. Signatures

The Applicant will serve as the fiscal agent for the program, and therefore, accepts fiscal responsibility for the funded project. The project coordinator's signature is also requested.

5. Timelines

Mini Grant applications must be received by ISLD no later than Monday, Dec. 21, 2015. Please submit applications to:

Idaho State Liquor Division
Attn: Kay Bennett, Education Manager
1349 E. Beechcraft Court
Boise, Idaho 83716

Or preferably via email to: kay.bennett@liquor.idaho.gov

(Note: Applications will be reviewed and scored by the Idaho State Liquor Division's Mini Grant Committee. Awards will be distributed after project approval in January/February.)

Legal Disclosure

As part of all announcements made or promotional material distributed concerning activities funded by this award, recipients are requested to disclose that the activity was funded, in whole or in part, by funds from the Idaho State Liquor Division (ISLD) and the National Alcohol Beverage Control Association (NABCA). Distribution of awards is conditioned on recipient's compliance with any proposal submitted or any terms and conditions accompanying the education award. By making this award, ISLD or NABCA assumes no liability for any activity undertaken by recipient using award funds.

Please return application by Monday, December 21, 2015. Thank you.

Education Mini Grant Program Report Guidelines

Please submit a report of the activity that was funded from the ISLD Mini Grant Education Award Program upon completion of the project. Please include details the project process and products and how project strategies and objectives were met.

A description of what should be included in your report is listed below:

- Describe the activity that the ISLD Mini Grant Education Award was used to fund. Please provide detail on how funds were used and in what amounts. If there is more than one activity, please provide a description for each one. Include as much detail as necessary and include the audience(s) targeted by this activity. Was there a strong focus on underage and /or dangerous drinking?
- If possible, list other sources that funded this activity and the approximate amount that were provided.
- What role did the ISLD agency play in this activity?
- How did this activity contribute to the prevention of irresponsible use of alcohol?
- How did this activity encourage community involvement and/or coalition building?
- What were the overall results of this funded activity?

Your report should be completed in a Word Document format or as a PDF file.

Please provide any products, reports, announcements or other materials (i.e. brochures, press materials, pictures, flyers, etc.) generated by the funded activity.

Please submit reports to:

*Idaho State Liquor Division
Attn: Kay Bennett, Education Manager
1349 E. Beechcraft Court
Boise, Idaho 83716*

Or preferably via email to: kay.bennett@liquor.idaho.gov

Thank you for your efforts in raising alcohol awareness!

Legal Disclosure

As part of all announcements made or promotional material distributed concerning activities funded by this award, recipients are requested to disclose that the activity was funded, in whole or in part, by funds from the Idaho State Liquor Division (ISLD) and the National Alcohol Beverage Control Association (NABCA). Distribution of awards is conditioned on recipient's compliance with any proposal submitted or any terms and conditions accompanying the education award. By making this award, ISLD or NABCA assumes no liability for any activity undertaken by recipient using award funds.