



IDAHO STATE LIQUOR DIVISION  
2017- 2018 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

\$ \_\_\_\_\_

Income from other sources ( <i>Itemized Project Budget (attach)</i> )	
	\$
	\$
	\$

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

Signature of Applicant Director / Administrator	Date
Name (Please Print)	
Signature of Project Coordinator	Date
Name (Please Print)	

**Please return application no later than Friday September 15, 2017. 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 \$20,000 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 2017 - 2018, 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, and nonprofit agencies 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.

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**2. Project Description**

Describe clear and detailed plans for spending the funds. Proposals should address the following list with clear objectives, specifically explaining each objective and the strategies on how each of the following will be met:

- Brief Summary - Describe in detail the activity the Educational Mini Grant Award will be used to fund and the anticipated impact. Who will be affected, how they will be affected and what results you would anticipate.
- 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.*) Who will be evaluating this project?
- Continuation - Outline the plan for continuation after the award funding. Will this program continue or just go away?

**3. Budget**

A detailed budget justification statement must accompany the proposed budget. The justification should clearly explain what each expense is for and 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 **Friday, September 15, 2017**. 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](mailto: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 Sept. - Oct. 2017.)*

**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 no later than Friday September 15, 2017. Thank you.**

## **Education Mini Grant Program Report Guidelines**

Please submit a detailed report of the project that was funded from the ISLD Mini Grant Education Award Program upon completion of the project or by July 18, 2018. Please include details of 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](mailto:kay.bennett@liquor.idaho.gov)

***Thank you for your efforts in raising alcohol awareness!***

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