



Grant Guidelines 2025-26

Dear Grant Applicant,

Enclosed is the application for the 2025-26 Grant cycle from Partners for a Drug Free Cass County. This cycle runs from April 1, 2025 to March 31, 2026. The funds are designated for services and programs tackling substance abuse issues in Cass County, as outlined in our Comprehensive Community Plan and approved by the Governor's Commission for a Drug Free Indiana. Below you will find essential information to assist you in preparing your grant application.

Eligibility

To be eligible to apply, you must be a member in good standing according to our bylaws. If you have any questions about your eligibility, please contact the Coordinator for clarification.

Grant Submission Deadline

All mini-grant requests must be submitted to the Coordinator by 3:00 PM on February 28, 2025. Submissions can be made via hard copy, email, or mail. Funding decisions will be made at the meeting scheduled for March 10, 2025.

Funding Request

Funding requests can be made annually, provided they align with the guidelines in the bylaws and the Comprehensive Community Plan. Approved

funds will be distributed by check from the County Auditor's office to the respective organization.

Grant Program Requirements

Your proposal must address at least one of the following problem statements:

1. Cass County continues to face issues with alcohol use, misuse, and abuse.
2. Cass County maintains a problem with marijuana use.
3. Cass County has experienced a steady rise in opioid misuse and abuse.

Furthermore, each program should focus on one of these strategies:

- **Prevention/Education:** Programs that aim to prevent alcohol and drug use among individuals or groups not currently using these substances.
- **Intervention/Treatment:** Programs focused on intervention and/or treatment for individuals or groups using or at significant risk of using alcohol and/or other drugs.
- **Law Enforcement/Justice:** Programs designed to enhance law enforcement and/or criminal justice efforts to reduce alcohol and drug-related issues.

SMART Goals

For each problem statement, you must develop a list of actions and then create goal statements that clearly demonstrate the change you aim to achieve and the timeline for achieving it. The Local Coordinating Council (LCC) must identify two goals per problem statement to meet the Indiana Criminal Justice Institute (ICJI) requirements. Each grant application must specify the SMART Goals it addresses. Failure to include SMART Goals may result in the denial of your grant application.

Problem Statement #1
Goal 1 Support programs with a focus on risks of ATOD use/abuse in order to lower use, as reported on the INYS.
Goal 2

Provide an educational presence, distribution of resources, and continue community surveys throughout the community. Participate in at least 2 events per year.
Problem Statement #2
Goal 1 Increase <u>awareness of risk</u> in both juvenile and adult population in the next three years as indicated by annual community surveys conducted by the LCC and partners.
Goal 2 Partner with and support youth and family programs/initiatives that prevent use/misuse of substances. Also PS #1 Goal #2.
Problem Statement #3
Goal 1 Request data and adjust goals as needed. Work closely with partners on programs/initiatives in the community. Work with SOFR team as they meet and discuss cases.
Goal 2 Participate/ be available for school programs/clubs such as S.A.D.D. groups in local high schools and participate in school programming for elementary school. Increase or maintain school participation each year.

Supportive Data

Each program must provide statistical evidence to demonstrate the necessity of addressing the chosen problem statement. Utilize the most recent data available, preferably from 2023 or 2024, to underscore the urgency and relevance of the issue.

Expected Outcomes

Clearly define the expected changes or outcomes resulting from your program. Consider what success looks like and what measurable improvements you anticipate. Clearly articulated outcomes will guide your program's direction and help stakeholders understand its potential impact.

Measurement Methods

To determine success, outline the methods you will use to measure outcomes. These may include, but are not limited to:

- **Surveys:** Conduct pre and post-program surveys to assess changes in behavior or attitudes.
- **Public Records:** Monitor changes in public records, such as reductions in OWIs (Operating While Intoxicated) or drug-related arrests.

- **Observations:** Use qualitative methods like observations to evaluate program delivery and participant engagement.

Clearly defined measurement methods will ensure that your program's impact is accurately assessed and documented.

Reporting

Grantees are required to attend six meetings throughout the year and provide updates on their progress. Additionally, the Local Coordinating Council (LCC) is required to submit quarterly reports to the state. Currently, there are no written reporting requirements for grantees; however, the group may vote to implement such requirements in the future. Should the coordinator reach out for information or updates please provide that information in a timely manner. Keeping the LCC informed is crucial, as future funding requests may be denied if updates are not regularly communicated.

Attendance Requirement

To remain eligible for future funding, grantees or their designees must attend a minimum of six meetings and participate in at least two hours of project or event activities. This involvement ensures active engagement with the LCC and a commitment to the program's success. Additionally, it is essential to provide any necessary information for quarterly reports to the coordinator in a timely manner.

Grant Approval

All grant requests will be thoroughly reviewed and discussed by the entire LCC group. This collaborative approach ensures that all voices are heard and that the best decisions are made to benefit Cass County in its efforts to combat substance abuse.