

## **DURHAM COUNTY ABC GRANT PROGRAM BUILDING AWARENESS ABOUT ALCOHOL & SUBSTANCE ABUSE**

The Durham County Alcoholic Beverage Control Board has established a Grant Program for purposes prescribed in Chapter 18B-805(h) of the North Carolina General Statutes. Priorities for the use of these funds shall be spent for the treatment of alcoholism or substance abuse, or for education on alcohol or substance abuse projects that target youth and promote intervention among youth. The funds shall be used for specific identifiable projects rather than general operating expenses, and shall be for the benefit of Durham County residents.

Public confidence in the operation of the Durham County Alcoholic Beverage Control Board is essential to fulfilling its mission as established in N.C.G.S. Ch. 18B-805(h). Such public confidence requires that the Durham County Alcoholic Beverage Control Board and its membership conduct its business in a manner that demonstrates the highest ethical standards. Members shall not be engaged with the management nor shall have any direct family member be engaged with the management of any organization requesting a grant. The amount of Grant Funding beyond the statutory requirements, if any, that Durham County ABC will make available each year will be established at the beginning of each fiscal year and will be based on the performance of the business.

### **Organizations Eligible for Grant Funding:**

Grant funds shall be made available to local public Higher Educational Institutions (i.e. Universities, Community Colleges) based upon proposals submitted. Grant dollar amounts shall not exceed \$35,000 per proposal. Grants to local public Higher Educational Institutions cannot be used outside of Durham County. Local Higher Educational Institutions shall provide a *notarized Affidavit of intended use* and commitment to reporting. Local Higher Educational Institutions must have a broad outreach to a population upon which they serve focused on Alcohol Education (Prevention, Treatment and Enforcement), Drinking Prevention and Underage Drinking Prevention, & Substance Abuse.

Grant funds shall be made available to Durham Public School Systems based upon their large and strategic position within the community. Grant funds shall be awarded based upon a Statement of Award Acceptance. The Durham Public School System is in a unique position to provide outreach to students concerning alcohol and substance abuse and Underage Drinking Prevention.

Grant funds shall be made available to Community Based Non-profit organizations and the Durham County Criminal Justice Resource Center (Drug Treatment Court) based upon their ability to provide direct services related to substance abuse to the broader community; provide these services are on an ongoing basis; and will be seeking additional or have already established funding arrangements. All Community Based Non-profit organizations shall provide a copy of the 501(c)(3) federal tax exemption letter of determination and, if applicable, evidence of the organization's authority to operate under the 501(c)(3) of another organization.

Durham County ABC is committed to funding as many community advocates for the prevention and abuse of alcohol as possible. This means we are always trying to expand the number of grantees, and after a

grantee has received funding from Durham County ABC it should not be looked upon as the only or sole source of funding for programs and/or projects

### **Grant Cycle:**

Grants are awarded each year. Grant applications are open to any organization that wishes to be considered for a grant that meets the grant guidelines. Generally, the grant application will provide the Durham County Alcoholic Beverage Control Board with sufficient information to make a decision. In some rare cases, we may ask for additional information to make a decision. To help obtain a clear understanding of the Durham County ABC grant process, the Durham County ABC Board strongly encourages all potential grantees to attend the pre-award information session. The calendar for this process is as follows:

Grant information session:	March
Grant submissions accepted:	March-April
Grant applications due by:	April 30
Board review/selection:	May - June
Notification of selection by:	June 30
Funding by:	July 1
Post Award Grant information session	July 1 or TBD by Board

All grant applications **MUST** be submitted online using our ZoomGrants application process. Grants will only be accepted in this manner.

### **Grant Application Procedures:**

In order for any funding request to be considered, the following requirements must be satisfied with the grant application:

1. Detailed responses to the following questions:
  - Provide a brief background of your organization and a history of its programs.
  - Provide a detailed description of the program/project for which your organization seeks funding.
  - State the program objectives which address the specific needs or problems listed above.
  - Describe the proposed activities of the project. Begin with the assumption – why are you using this activity to address the problem(s) identified above?
  - Provide a timetable for the program/project; include when major milestones will begin and end during the grant’s funding period and who is accountable for each activity.
  - Describe the plan for measuring the program’s success upon completion. The plan should indicate the anticipated changes or results if the program objectives are achieved and what will be the evidence of that change or result?
  - Indicate whether you have received grants from Durham County ABC in the past. (After 3 consecutive years of a grantee receiving grant funds from Durham County ABC, consideration will be given to whether other funding sources have been cultivated or not. This may lead to reduction of future funding to the potential grantee or no funding to the potential grantee.)

2. Provide a detailed budget for the program. List other funding sources of your organization which will support this program/project (please list all contributors). *It is the policy of the Durham County ABC Board not to pay indirect costs on any proposal requesting an award.*
3. Supply a list of your organization's Board members including their board position, their employer and their job title.
4. Submit last available audited financial statement or a copy of filed tax form if the organization does not have an audit performed.
5. Submit a copy of the 501(c)(3) federal tax exemption letter of determination and, if applicable, evidence of your organization's authority to operate under the 501(c)(3) of another organization; or, submit a letter on official letterhead providing the nine-digit tax identification number of the applying public school signed by the senior officer.

### **Review of Applications:**

The application process can answer questions such as:

1. Will funds be deposited in a separate account? (Information to be provided at post award meeting)
2. Do you have written accounting procedures?
3. Do you have an accounting system that can separately track all drawdowns and grant expenditures?
4. What performance measures have you established to determine if the grant objectives are being met?
5. What data will you collect to measure your progress in meeting performance measures?
6. What is your records retention policy?

The Durham County Alcoholic Beverage Control Board has established criteria to gauge the risk associated with new grantees. That criteria is as follows:

- 1) Background checks will be conducted to verify proper payment of withholding taxes
- 2) Review of credit standing
- 3) Grantee's progress on implementing the requirements of prior grant awards
- 4) Other indicators of problems
- 5) Size of population affected by this project
- 6) Is the Durham County ABC the only source of funding for the program?
- 7) What prior experience does the organization have in performing on a project like this or any similar project (years, months)?
- 8) Has the organization ever obtained a grant from any other funding sources (what other sources, amount awarded, was project and/or program successful)?

In addition, Durham County Alcoholic Beverage Control will conduct Internet searches or other reference checks to identify negative information that should be considered prior to granting an award. Newly formed nonprofit organizations shall not be awarded grants larger than \$5,000 as determined by the Durham County ABC Board.

The administration of the grant process will be handled by two ABC board members and a third person appointed by the General Manager from the Durham County ABC administrative staff. This staff member will serve as an administrator with the purpose of aiding in the review process, but will not have a vote on

the subcommittee. This subcommittee will review each applicant's degree of success. Once review/evaluation of the applicants has been completed, the proposed selection/recommendation will be performed by the Durham County ABC Board Members on the subcommittee. Once the selection of applicants has been made, the results will be reported to the Durham County ABC Board for a vote.

The Durham County ABC Board shall clearly document key aspects of the award process and maintain this documentation, such as the: (1) basis for award, (2) basis for selection, (3) risk associated with grantee, (4) and any other documentation used to make the selection.

Grant program communications shall be performed via newspaper ads, press release, emails, company website, and other forms that maybe available. Information concerning the current grant year process will be made available in March of each year so applications can be submitted the following month in April. The General Manager will oversee the grants management process whether directly or contracted out.

### **Distribution of Grant Funds:**

Grant funds shall be made available in two distributions, each totaling 50% of the allocated amount. The first distribution will be made in July after the selection of applicants has been completed. Recipients will be notified of their selection as well as when grant awards will be presented. The second distribution will be made in February, one week following the general board meeting and after the mid-year grant reporting deadline.

The Durham County ABC Board will review the progress of each recipient at that time. Recipients in good standing will be eligible to receive the second 50% distribution of grant funds.

### **Grant Reporting:**

After funding has been received, each grantee shall be responsible for providing an initial progress report 6 months into the project, and a final progress report 10 months into the project. The reports will reflect a summary of the project and outcomes. Along with the progress report, each grantee must also submit a financial report (see attached template). Progress and financial report deadlines are as follows:

1. Initial report: due January 31st
2. Final report: due April 30th

A report can be requested from the grantee at any time and it is the responsibility of the grantee to provide the report. ***Should a grantee not comply with this request, they will be eliminated from further consideration regarding the Durham County ABC Grant Program.*** A list shall be maintained within Durham County ABC for review each year to determine if an organization that failed to comply with the Durham County ABC policy is annotated.

Once a grant is awarded, it is up to the grantee to pick up the grant payment at the Durham County ABC administrative office. ***If the payment is not picked up within 2 weeks of receiving the award, then the awarded grant amount will revert back to Durham County ABC Board.***

### **Project/Program Evaluation:**

Results are the amount of change or progress achieved toward a specific goal or objective. SMART objectives can serve as performance measures because they provide the specific information needed to identify expected results. Good objectives are **SMART**: Specific, Measurable, Achievable, and Realistic within the timeframe of the program.

## Appendix

### Sample Financial Progress Report

<b>DURHAM COUNTY ABC BOARD - GRANTEE FINANCIAL PROGRESS REPORT</b>			
<b>Name of Organization:</b>			
<b>Grant Number:</b>			
<b>Expenditure Period:</b>			
<b>Award Amount:</b>			
Budget Categories	Budget Amount	Actual Expenditures	Variance (Budget less Actual)
<b>Direct Project Costs</b>			
<b>Personnel Expenses</b>			
Salaries (list staff, title, salary, % of time)			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Benefits (list % rate)			\$0.00
SUBTOTAL: Personnel Expenses	\$0.00	\$0.00	\$0.00
<b>Other Direct Expenses</b>			\$0.00
Materials and Supplies			\$0.00
Equipment Rental/Purchase			\$0.00
Travel			\$0.00
Meetings/Conferences			\$0.00
Consultants			\$0.00
Evaluation			\$0.00
Communication			\$0.00
Subcontracts or subgrants			\$0.00
Third-Party Grant Management			\$0.00
SUBTOTAL: Other Direct Expenses	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL</b>		\$0.00	\$0.00
<b>Prepared by:</b>		<b>Email address:</b>	<b>Phone number:</b>

