

DURHAM COUNTY ABC GRANT PROGRAM
BUILDING AWARENESS ABOUT ALCOHOL & SUBSTANCE ABUSE
Revised January 2022

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 the treatment of alcoholism or substance abuse, and for education/mentoring programs that focus on alcohol or substance abuse. Priority preference will be given to projects/programs that focus on underserved populations, as well as projects that target youth and promote intervention among youth. Preference shall be given to specific identifiable projects rather than general operating expenses, and all funding 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.

Organizations Eligible for Grant Funding:

The funding for this grant program is generated by the sale of alcohol in Durham County, and therefore is to be used for the benefit of residents of Durham. Since it is public money, it will be available to public organizations as follows:

- Public educational institutions located in Durham (i.e. Universities, Community Colleges, Durham Public Schools, and Durham Public Charter Schools.)
- Community Based Non-profit organizations based in Durham and serving Durham residents. Such organizations must be exempt under Section 501(c)(3) of the Federal Internal Revenue code, and must provide a copy of the 501(c)(3) federal tax exemption letter of determination. If applicable, the organization may instead provide evidence of the organization's authority to operate under the 501(c)(3) of another organization.
- The Durham County Criminal Justice Resource Center (Drug Treatment Court) based upon their ability to provide direct services related to substance abuse issues in the Durham community.

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. The grant application should provide the Durham County Alcoholic Beverage Control Board with sufficient information to make a decision. In some 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 (first 50%) by:	July 1
Mid-Year report due by:	January 31
Funding (final 50%) by:	February 28
Final report due by:	April 30

All grant applications must be submitted online using our Zoom Grants 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.
 - 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.
2. Indicate whether you have received grants from Durham County ABC in the past.
3. Provide a detailed budget for the program. List other funding sources of your organization which will support this program/project.
4. Supply a list of your organization's Board members including their board position, their employer and their job title.
5. Submit an audited financial statement or a copy of filed tax form if the organization does not have an audit performed. These items must be current.
6. Submit a copy of the 501(c)(3) federal tax exemption letter of determination; or 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.

If a grantee is unable to use the funds as outlined in the grant application, the funds will need to be returned.

Review of Applications:

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. The proposed selection/recommendations 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.

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. The Durham County ABC Board will review the progress of each recipient after mid-year reports have been submitted. 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 via the Zoom Grants portal. Progress and financial report deadlines are as follows:

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

Should a grantee not comply with the reporting requirements, they will be eliminated from consideration regarding the Durham County ABC Grant Program for 1 year.

If a grantee is unable to use the funds as outlined in the grant application, the funds will need to be returned.

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

DURHAM COUNTY ABC BOARD - GRANTEE FINANCIAL PROGRESS REPORT			
Name of Organization:			
Grant Number:			
Expenditure Period:			
Award Amount:			
Budget Categories	Budget Amount	Actual Expenditures	Variance (Budget less Actual)
Direct Project Costs			
Personnel Expenses			
Salaries (list staff, title, salary, % of time)			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Benefits (list % rate)			\$0.00
SUBTOTAL: Personnel Expenses	\$0.00	\$0.00	\$0.00
Other Direct Expenses			\$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
GRAND TOTAL		\$0.00	\$0.00

