

Montana State University Extension
Opioid & Stimulant Outreach, Education & Training Program
Youth Risk Behavior & Substance Use Prevention Program
Call for Proposals
Date Due: October 1, 2022, 5:00 PM MST

About Montana State University Extension...

If you live in Montana, we live near you. MSU Extension consists of 94 MSU Extension agents and 26 subject matter experts who work to serve the local needs of 56 counties and 7 reservations. MSU Extension has one mission: to improve the lives of Montana citizens by providing unbiased, research-based education and information that integrates learning, discovery and engagement to strengthen the social, economic and environmental well-being of individuals, families and communities.



Montana State University Extension's Opioid & Stimulant Outreach, Education & Training Program (funded by the Substance Abuse & Mental Health Services Administration (SAMHSA) would like to announce a mini-grant opportunity for organizations, agencies, schools, local youth-related groups, and individuals, etc. who wish to either initiate a youth risk behavior prevention program or bolster current efforts being undertaken. The purpose of the Youth Risk Behavior & Substance Use Prevention Program Mini-Grants are to:

- 1.) Enable local youth-related coalitions/groups to initiate an evidence-based youth risk behavior and/or substance use prevention program.
- 2.) Bolster local youth risk behavior and/or substance use prevention efforts that may already be in-place.
- 3.) Encourage increased partnering among local youth-based coalitions, advisory groups, committees, etc. to ensure future program sustainability when mini-grant funds cease.

Individual grants should not exceed \$2,000 and while multi-year projects will be considered, all projects will be funded according to the dates stated in this document. Collaborations with other grant recipients will be considered and are encouraged.

Non-profit organizations and University Extension personnel are encouraged to apply.

*For more information, visit the Montana State University Extension, Opioid & Stimulant Outreach, Education & Training Program website:
http://health.msuextension.org/opioid_misuse.html*

Deadlines:

- Proposals are due by 5 pm MST on 10/1/22.
- Award notification by 11/1/22
- All projects should be completed prior to 8/30/23
- Grant recipients must submit a final report as a Word document by 9/30/23

**Montana State University Extension
Opioid & Stimulant Outreach, Education & Training Program**

Youth Risk Behavior & Substance Use Prevention Mini-Grants

Call for Proposals

Date Due: 10/1/22 - 5:00 PM MST

Competitive mini-grants are available for projects aimed at: enabling local youth-related coalitions/groups to initiate an evidence-based youth risk behavior and/or substance use prevention program, bolstering local youth risk behavior and/or substance use prevention efforts that may already be in-place, and encourage increased partnering among local youth-based coalitions, advisory groups, committees, etc. to ensure future program sustainability when mini-grant funds cease. We expect to award eight projects in 2022 and will release the list of awarded projects by 11/1/22.

Projects could include the new implementation of an evidence-based youth risk behavior and/or substance use prevention program, building upon current youth-related prevention programming to strengthen local efforts, and ultimately, the impact, travel to attend partner/coalition/advisory group meeting(s), organizing a workshop, hosting an invited speaker at a workshop, developing flyers/hand-outs to promote the youth programming taking place, educational tools related to program implementation, among others. Non-profit organizations and University Extension personnel are encouraged to apply.

Individual grants should not exceed \$2,000 and while multi-year projects will be considered, all projects will be funded according to the dates stated in this document. Collaboration with other applications and grant recipients are encouraged to spread the impact of the mini-grants further throughout Montana and to reach additional stakeholders.

Eligible expenses include evidence-based youth risk behavior and/or substance use prevention implementation materials and resources, speaker/trainer and project travel expenses, educational materials (flyers, fact sheets, youth related activities), publications used to enhance capacity at the local/community level, meeting or event space, postage, promotional expenses, photocopies. Certain expenses are not allowable by SAMHSA as per grantor guidelines. Allowable expenses will be paid on a reimbursable basis upon receipt of invoices, receipts and a completed W-9 form. Invoices, receipts, and a completed W-9 form must be submitted no later than 8/15/23.

Ineligible expenses include salaries, equipment and food, including food service items such as plates and cups. The exceptions to this "food rule" are if participants find themselves traveling more than 50 miles to an event or if the continuity of the event will be broken up by meals being served offsite.

All projects should be completed prior to 8/30/23.

Grant recipients are expected to submit a final report as a Word document by 9/30/23. Reports **must** address the following items: 1) Activities and methods, 2) Acquisition of new knowledge and skills, 3) Number of youth reached and the level of integration of youth protective factors among participating youth, 4) Partnerships/coalitions created, and 5) Unintended outcomes.

Submit your application to Barbara Allen, Project Director, at blallen@montana.edu before 5:00 PM MST on 10/1/22. For more information contact Barbara Allen by email: blallen@montana.edu or phone (406-994-3531).

**MSU Extension, Opioid & Opioid & Stimulant Outreach,
Education & Training Program**
Youth Risk Behavior & Substance Use Prevention Mini-Grants
Mini-Grant Application Directions and Guidelines

Submit the three application sections listed below, on or before the due date of 10/1/22, by 5:00PM MST. Please submit completed applications as Microsoft Word documents.

Required application sections:

Part 1: Narrative (see attached)

Please limit narrative section to no more than three pages. Address the following elements in your narrative section.

Introduction:

a) Briefly describe your proposed project. *Introduce your proposal; what will happen, who will be involved, and how the proposed program addresses the protective factors involved in youth risk behavior and substance use prevention. Proposals that address multiple protective and risk behavior factors are weighted higher in scoring. Include any justifications and assumptions in your proposal.*

b) Briefly describe partnership/collaboration development and partner involvement. *Projects that include the target audience, stakeholders, and partner organizations in all stages of development and implementation. Proposals that demonstrate robust partnership and collaboration development receive higher weight in scoring criteria.*

Methods:

c) Inputs: *describe resources that will be used in the project (youth evidence-based curricula and adjoining necessary materials and supplies, publications, fact sheets, flyers, handouts, meeting/gathering space). Matching funds are not required.*

d) Outputs: *activities and methods, tangible meetings, activities, publication/material development.*

e) Outcomes: *increased integration of youth protective factors among participating youth, increased awareness, knowledge and communication skill levels involving the decreased likelihood that participating youth will engage in risky behavior including substance use. Increased participants' intent to apply information learned and risk behavior reduction strategies in their lives.*

f) Evaluation: *How will you assess changes in learning, intention, and (when possible) action that results from project activities. Evaluation is an allowed expense.*

Part 2: Budget for proposal (see attached)

Part 3: Timeline of Activities and Deliverables (see attached)

Montana State University Extension
Youth Risk Behavior & Substance Use Prevention Mini-Grants

PI Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Project Title: _____

Part 1 Narrative: *Please limit narrative section to no more than three pages. See 2022 Call for Proposals for complete directions on what to include in the narrative section.*

Introduction: *Briefly describe your proposed project. Describe partner and stakeholder involvement.*

Methods: *Describe inputs, outputs, outcomes, and plan for project evaluation.*

Part 2: 2022 Budget: Describe your proposed project budget for 2022. Project budgets **do not need** to be reviewed by the MSU Office of Sponsored Programs but will be reviewed by committee. Additional lines may be added if needed. Provide as much detail as you can about actual projected expenses. Matching funds are not required.

Description of Expense	Total Cost of Budget Item
Travel: <i>Destination, purpose, # of days, airfare, rental vehicles, mileage, lodging and per diem as appropriate</i>	
Materials and Supplies: <i>specify where possible</i>	
Honorariums/ Speaking Fees/ Contracted Services:	
All Other Direct Costs:	
Total Direct Costs	
TOTAL GRANT REQUEST	

TOTAL GRANT REQUEST: _____

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Part 3: Timeline of Activities and Deliverables:

Please describe the major milestones and benchmarks your proposed project aims to reach including approximate dates in which these goals will be met. Please limit to no more than 1 page.