



FOUNDATION FOR
APPALACHIAN OHIO

Give. Grow. Create.

DEVELOPING YOUTH LEADERSHIP IN PREVENTION IN APPALACHIAN OHIO

2018-2019/2019-2020 Academic Years
Request for Proposal

FUNDING OPPORTUNITY

The Foundation for Appalachian Ohio (FAO) announces a two-year funding opportunity to support the development and growth of youth-led programs focusing on prevention in Appalachian Ohio.

Building off the work of the Ohio Youth-Led Prevention Network and in partnership with the Ohio Department of Mental Health and Addiction Services and Ohio University's Voinovich School of Leadership and Public Affairs, FAO is offering a funding and training opportunity for adults interested in establishing a local youth-led program or grounding an existing youth-led program in the Strategic Prevention Framework and Youth Empowerment Conceptual Framework¹ within Appalachian Ohio communities.

The Foundation for Appalachian Ohio has a longstanding track record of lifting up the region's children of Appalachia. With this funding opportunity, FAO seeks to empower the region's young people to be a voice in their communities and specifically in prevention.

Selection for participation in this opportunity will include a grant award as well as training, technical assistance, and professional development for adults who facilitate youth-led programs. Grantees will include organizations, schools, and communities in Appalachian Ohio.

Funding for additional professional development opportunities for adult allies may also be available for those selected to participate. In addition, grantees may be eligible for funding opportunities for their youth-led program, including leadership opportunities for their youth and grant dollars to support implementation of youth-led strategies and activities.

This funding opportunity will select and award grants to up to 12 grantees in Appalachian Ohio. The Appalachian Ohio region includes 32 counties: Adams; Ashtabula; Athens; Belmont; Brown; Carroll; Clermont; Columbiana; Coshocton; Gallia; Guernsey; Harrison; Highland; Hocking; Holmes; Jackson; Jefferson; Lawrence; Mahoning; Meigs; Monroe; Morgan; Muskingum; Noble; Perry; Pike; Ross; Scioto; Trumbull; Tuscarawas; Vinton; and Washington counties.

¹ The Strategic Prevention Framework, developed by the Substance Abuse and Mental Health Services Administration (SAMHSA), is a planning process for preventing substance abuse and misuse. The Youth Empowerment Conceptual Framework identifies the core programmatic components needed to empower youth to become community change agents.

BACKGROUND AND INTENT

The Foundation for Appalachian Ohio (FAO) is a regional community foundation serving the [32 counties of Appalachian Ohio](#) with the mission to create opportunities for Appalachian Ohio's citizens and communities by inspiring and supporting philanthropy.

Through FAO's Health & Human Services Pillar, the Foundation is focusing on youth prevention and the vital role that it plays in the lives of our young people, their families, and our communities. As part of this effort, the Foundation has created this funding opportunity to grow the level of engagement in youth-led prevention in Appalachian Ohio, increasing the number of young people leading evidence-based prevention efforts in their communities, and to develop a network of Appalachian Ohio communities working to empower their young people.

Grantees will participate in a series of in-person trainings; these meetings are designed to engage adult allies of all experience levels who have a shared passion in enhancing their practice through collective learning.

Grantees may also have the opportunity to access additional professional development dollars, dollars to support their young people in growing their leadership skills and networks through participation in youth-focused workshops, and funding to support their youth-identified prevention strategies.

The goal of this RFP is to seek grantees who are interested in developing youth-led programming or strengthening their youth-led program. Those adults selected to participate will be part of a rare opportunity to receive grant funds as well as training, technical assistance, and professional development. The Foundation for Appalachian Ohio, Ohio University's Voinovich School of Leadership and Public Affairs, and the Ohio Department of Mental Health and Addiction Services have partnered together in this opportunity through in-kind services and access to additional grant dollars for participants because of a commitment to creating more opportunities in Appalachian Ohio.

This is a unique opportunity to receive funds for engaging in professional development while also growing a network of partners within the Appalachian Ohio region, therefore grantees will be expected to participate fully in every aspect of the opportunity.

ELIGIBLE APPLICANTS

Eligible applicants include adult leaders in Appalachian Ohio (Adams; Ashtabula; Athens; Belmont; Brown; Carroll; Clermont; Columbiana; Coshocton; Gallia; Guernsey; Harrison; Highland; Hocking; Holmes; Jackson; Jefferson; Lawrence; Mahoning; Meigs; Monroe; Morgan; Muskingum; Noble; Perry; Pike; Ross; Scioto; Trumbull; Tuscarawas; Vinton; and Washington counties) who are/have:

- new to youth-led programming;
- interested in establishing a youth council at the local level;
- interested in training and technical assistance on the Strategic Prevention Framework/Youth Empowerment Conceptual Framework; and
- an existing youth-led program and a strong desire to expand their knowledge, skills, and abilities as it relates to engaging in Youth-Led Prevention and empowering their youth to create change in their communities.

Two adult allies per organization are required to participate in the training and technical assistance process. The requirement of two adult allies participating together is designed to deepen the

experience for both participants as well as plan for the sustainability and consistency of the community's youth-led program.

FUNDING TIMEFRAME

Applicants are eligible for up to \$5,000 in funding over the two-year training program. Up to \$2,500 will be awarded for each of the 2018-2019 and 2019-2020 academic years.

Prospective applicants should note that grant dollars can be used toward a wide variety of costs associated with participating in the youth-led prevention professional development program. Prospective applicants can learn more in the following section, *Permissible Use of Funds*.

In addition to the \$2,500 annually to use for costs associated with participation, **adult allies will also receive \$2,500 worth of training (at no cost to them) and the opportunity for continuing education credits**, certified by the Ohio Department of Mental Health and Addiction Services. *To learn more, read the Frequently Asked Questions at the end of the RFP.*

PERMISSIBLE USE OF FUNDS

Funds may be expended on salaries, travel, lodging, per diems, registration fees, costs associated with substitute teacher coverage, and other items approved through the grant proposal budget. Please note that permissible use of funds include any cost associated with participating in the scope of work detailed below.

Please join a webinar on Thursday, August 2 at 10AM (or view the recorded webinar at www.AppalachianOhio.org/YouthLed after August 3) for additional ideas on how funding can be used to support your work. If you have questions about a possible use of funds, please contact Kelly Morman, Communications & Programs Manager at the Foundation for Appalachian Ohio at 740.753.1111 or kmorman@ffao.org.

SCOPE OF WORK

Grantees will be responsible for the following:

- Participation in three in-person trainings and one virtual training to develop their knowledge, skills, and attitudes for engaging young people in the Strategic Prevention Framework and the Youth Empowerment Conceptual Framework.
- Meetings will be held from 9:30AM – 3:30PM. In year one, meetings will be held on the following dates (in a to be determined location based on geographic distribution of participating grantees):
 - Friday, September 28, 2018
 - Friday, November 16, 2018
 - Friday, February 15, 2019, and
 - Friday, June 7, 2019 (Virtual).
- Meeting Quarterly Deliverables:
 - Quarter 1
 - Complete all training academy pre-work
 - Attend Training Academy #1
 - Quarter 2
 - Complete all training academy pre-work
 - Attend Training Academy #2
 - Attend Adult Allies Summit
 - Quarter 3

- Complete all training academy pre-work
 - Attend Training Academy #3
 - Attend Youth-Led Leadership Academy (with your youth)
- Quarter 4
 - Complete all training academy pre-work
 - Attend Training Academy #4 (virtual)
 - Attend the *We Are The Majority* Rally
 - Attend OPEC (Ohio Promoting Wellness and Recovery) conference
- Engaging in at least three Technical Assistance sessions, which will be scheduled during business hours (9AM – 5PM).
- Engaging youth members of their group in youth-led prevention strategies.
- Participation in the statewide Annual Adult Ally Summit to be held in central Ohio on December 14, 2018. (Registration cost will be \$50 and can be built into your grant budget.)
- Participation in the Youth-Led Leadership Academy to be held in March 2019. Adult ally grantees should bring up to four (4) members from their youth-led prevention group to participate in the Summit.
- Attend the *We Are The Majority* Rally on April 25, 2019.
- Attend OPEC (Ohio Promoting Wellness and Recovery) conference in June 2019.

Second year funding will be evaluated based on the first year's participation and agreement to the year-two calendar, to be developed before the conclusion of year one. More information about what to expect during year two of funding will be provided during the live and recorded webinar.

If you have specific questions about the commitments above, please contact Kelly Morman at the Foundation – 740.753.1111 or kmorman@ffao.org.

Grantees may also be eligible for related funding opportunities, including funding for:

- Engaged youth to participate in youth leadership workshop programming;
- An additional professional development conference for one adult from each grantee pair; and
- Implementation of youth-led strategies emerging from the Community-Level Strategic Plan Map to be developed with your youth.

PROPOSAL SUBMISSION

Applications will close **Monday, August 20, 2018 at 5PM**. Proposals must be received by this time to be considered. It is highly encouraged that applicants completely review the application, along with the required responses, prior to beginning the application process to provide adequate time and opportunity for required responses and signatures.

Applications should be submitted via email to Kelly Morman at kmorman@ffao.org. If you have questions about the submission process, please call Kelly at 740.753.1111 or email kmorman@ffao.org.

SCORING

Applicants will be scored on the completeness of their applications; the thoroughness with which they explain the plans for their youth-led prevention effort, including how they will engage youth, other partners, and the larger community; the specificity of the submitted budget and how dollars will be used; and plans for youth-led programming following the two-year grant period.

QUESTIONS, TECHNICAL ASSISTANCE, AND UPDATES

All questions should be directed to Kelly Morman at the Foundation for Appalachian Ohio at 740.753.1111 or at kmorman@ffao.org.

WEBINAR TO LEARN MORE

FAO, Ohio University's Voinovich School of Leadership and Public Affairs, and the Ohio Department of Mental Health and Addiction Services will host a webinar on **Thursday, August 2, 2018 at 10AM** to share more about the Request for Proposals and to discuss questions from prospective applicants.

Prior to Participating in the Webinar

Prior to participating, we highly encourage you to download the software and test your connection speed to ensure no IT issue on the day of the webinar.

1. **Using the computer that you will use during the webinar**, follow this link to ensure you have the needed connection speed, the most recent version of required software, etc.
https://connect.ohio.edu/common/help/en/support/meeting_test.htm

You will also find useful troubleshooting tips.

2. PLEASE do this far enough in advance so that you can access IT assistance, if necessary.

How to Join the Webinar:

1. On August 2nd, please follow this link to access the webinar:
<https://connect.ohio.edu/rkfxb4ymnytx/>
2. **In order to participate in discussions, please use the conference line below to teleconference in during the webinar:**

1-877-820-7831; Passcode: 746075

If you missed the webinar live, the recorded webinar will be available at www.AppalachianOhio.org/YouthLed, beginning August 3, 2018.

The Foundation relies on a variety of sources for its grantmaking resources that may vary in amount and duration from year to year. Budgets for the future year are established annually and the level of funding available in any given year is likely to fluctuate. For that reason, the Foundation's activities are all contingent upon the availability of funding. Appalachian Ohio has long felt a philanthropy gap when compared to the rest of the state, and FAO is working to grow the permanent endowment dollars needed to provide sustainable, long-term funding through the Pillars of Prosperity – more information on this critical work can be found at www.AppalachianOhio.org/Pillars.



INVESTING IN YOUTH-LED PREVENTION IN APPALACHIAN OHIO: PROPOSAL APPLICATION

Organization: _____

Mailing Address: _____

County Served: _____ Federal Tax ID#: _____

Amount of Request: \$ _____ Total Project Budget: \$ _____

Applicant Type: Public Entity 501(c)(3) Nonprofit
 Public or Accredited School Other

Name of Project: _____

Project Coordinator: _____

Title: _____ Email: _____

Phone: (____) _____ Fax: (____) _____

Cell: (____) _____

FISCAL AGENT INFORMATION (IF APPLICABLE)

Fiscal Agent Organization: _____

Federal Tax ID: _____

Mailing Address: _____

Contact Name: _____

Phone: _____ Email: _____

A fiscal agent is a nonprofit organization or public entity that permits an organization that does not have tax-exempt status to operate under its auspices. If you have a fiscal agent, please complete this box AND attach the fiscal agent's IRS determination letter. If you have any questions about this, please contact FAO at 740.753.1111.

BACKGROUND INFORMATION

Executive Director Name: _____

Executive Director Phone: _____ Email: _____

President of the Board Name: _____

President of the Board Phone: _____ Email: _____

Organization Fiscal Officer Name: _____

Fiscal Officer Phone: _____ Email: _____

Organization Mission Statement:

Organization Vision Statement:

Organization Social Media Accounts, if applicable:

Facebook:

Instagram:

Twitter:

Other:

Program Specific Information

Applicants will discuss their youth-led initiatives and how they plan to engage young people in the strategic planning process. Please answer the following questions:

1. Provide the name and a description of the proposed or existing youth-led initiative. If other partners are/will be involved in this effort, please describe that here.

2. Please share the names, titles, and qualifications of the two adults who will participate in the Training Academies.

3. Please describe your willingness to learn with and from others in a collaborative environment and your openness to applying new strategies in your work with young people.

4. Please list any obstacles or challenges for implementing this work with young people and how might you address them.

5. Please describe other prevention efforts already being implemented in your school and/or community.

6. **Please include a letter** from your organization or district indicating support for your participation and agreement to the schedule for the coming year.

Funding Details

1. State total amount of funds being requested (up to \$5,000 for two years, maximum of \$2,500 annually)
2. Please describe any matched funds being used for this project.

3. Please include a narrative describing the project budget using the prompts and worksheets provided on pages 12 - 13 of the Request for Proposal.

Checklist – Please make sure your team can check all of the following boxes before submitting your application:

- Our school, community, or organization is located in [Appalachian Ohio](#)
- We have two adults committed to serve as adult allies to youth
- We have reviewed the Scope of Work and Year One calendar to ensure consistent participation
- We have sign-off and support from our organization
- We have completed the application and budget narrative
- We have reviewed and signed the prospective grant agreement
- We are excited to empower young people in our community to provide leadership to prevention!

Grant Agreement

The applicant must accept all conditions of prospective award and assurances to be eligible.

Budget Narrative

The budget categories and descriptions included below and in the budget chart are designed to serve as a guide for you. Please note that applicants do not need to include every budget category in the budget narrative. In addition to completing the budget chart, applicants should include a short description of how requested dollars will be used in the corresponding categories.

PERSONNEL COSTS

a. Personnel Salaries and Wages (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the project.

e.g., Expenses incurred include: personnel salary or substitute teacher costs.

b. Fringe Benefits (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the project.

NON-PERSONNEL COSTS

a. Consultants (insert total funds devoted to this project)

The cost of consultants and other independent contractors (including their invoiced support costs), temporary help, and task and deliverables based sub-contracts.

b. Travel (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the project.

e.g., Line item includes: hotel fees for Adult Ally and 4 youth at youth-led summit in March 2019, traveling to trainings (1360 miles) based on agency's rate/mile (.44/mile).

c. Food (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the project.

e.g., Line item includes: food expenses for two while attending out of town trainings based on agency expense reimbursement policy (\$35/day for travel outside of catchment area x 5 out of town trainings for two people), or food associated with youth-led group meetings.

d. Conference, Training, Registration (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the project.

e.g., Line item includes: registration costs for required trainings (for two attendees).

e. Equipment, Materials, Supplies (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the project.

p. Other Expenses

Insert explanation of how expenditures were calculated and the justification for the expended funds for the project.

Youth-Led Prevention Budget Narrative

Please explain how requested funds will be used in the categories included below in addition to the amount requested in corresponding categories to support the development of a youth-led prevention program in your community.

A. Budget Categories:	B. FAO Funds	C. Other Funds If Applicable	D. Total Funds
Category I: Personnel Costs			
A1. Personnel			
A2. Fringe Benefits			
Category II: Non-Personnel Costs			
A3. Consultants			
A4. Travel			
A5. Food			
A6. Conference, Training, Registration Fees			
A7. Equipment, Materials, Supplies			
A8. Other Expenses			
Totals			

Prepared By: _____

Fiscal Signature: _____

Foundation for Appalachian Ohio Grant Agreement for Review

The undersigned grantee _____ makes the following representations and agrees to the following conditions in accepting funds from the Foundation for Appalachian Ohio to use Youth-Led Prevention capacity building grant dollars.

In order that the Foundation for Appalachian Ohio, the Grantor, may comply with all Internal Revenue Code Regulations and other requirements, we request your organization, the Grantee, abide by the following terms:

- Any portion of grant funds not used in accordance with these terms must be repaid to the Grantor. No funds from this grant will be used for any purpose other than stated in the application the Grantor is awarding. Specifically, no funds are to be used for propaganda purposes, to influence legislation, to influence the outcome of any public election, or to be used directly or indirectly in any voter registration drive. Any change in purpose, grant period, or reporting dates must be requested and approved in advance, by the Grantor, in writing.
- Grantee agrees to expend funds from this grant only for the purposes outlined in the attached grant application, and in accordance with section 501(c)(3), section 4945 and other applicable provisions of the Internal Revenue Code.
- Grantee agrees to perform work described in the approved application according to the provided budget and work plan upon which the grant award is based.
- The Grantor requires notification of any change in the Federal tax status of the fiscal agent before or during the period the grant funds are being spent.
- It is understood that this grant, and the payments on it, may be discontinued, modified or withheld if, in the Grantor's sole judgment, such action is necessary.
- Grantee provides recognition and acknowledgement of the Grantor's award and contribution in all activities, publications, and materials associated with this grant award. All media communications pertaining to this project should indicate the support of the Health & Human Services Pillar of Prosperity Fund at FAO. Please retain copies of all materials and media communications to include in your final report.
- The Grantor may monitor and conduct an evaluation of operations under this grant, including full and complete access to grantee files and financial records relating to the grant or tax status, upon a reasonable and timely request.
- No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by FAO, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by FAO.
- At the conclusion of the grant, the Grantee agrees to furnish a written report to the Grantor describing the activities carried out, lessons learned, and a fiscal accounting of grant funds.

The Grantor also requests that any photos related to the grant be provided with the written report, ideally in jpeg format on disc or via email. The Grantee agrees to have obtained all required permissions for submitted photos. Usage rights for submitted photos include, but are not limited to, lifetime usage in any brochure, annual report, print ads, or other marketing material— including direct mail or email, public relations or sales material, and Foundation web design—distributed to a targeted audience for commercial or promotional purposes and for organizational use by funders partnering with FAO to support the grant.

Because publicity helps demonstrate to donors and the region the positive impact of charitable giving, the Foundation welcomes promotion around grant awards and encourages your efforts to provide ongoing publication of your initiative. Our **Grantee Press Kit**, including a sample press release and a sample newsletter article, are available for download under the Grantee Information section of the Foundation for Appalachian Ohio's website www.AppalachianOhio.org/grow/grants/grantee-information/.

In reviewing the above grant agreement, the applicant and organizational representatives agree to abide by the above conditions should the included application be funded.

Adult Ally / Program Coordinator Name Date

Fiscal Agent / Date

CEO/ Executive Director/Superintendent Signature and Date

FREQUENTLY ASKED QUESTIONS

Q: What kinds of expenses can be included in the budget?

A: Any expenses related to participating in the youth-led prevention professional development opportunity can be included in the applicant's budget. This includes, but is not limited to:

- Salaries
- Travel, including mileage reimbursement, or car rentals
- Lodging
- Per diems
- Costs associated with substitute teacher coverage
- Registration fees; and
- Other expenses as applicable

If you have specific questions about what is an acceptable budget expense, please reach out to Kelly Morman, Communications and Programs Manager at the Foundation for Appalachian Ohio, via phone at 740.753.1111 or email kmorman@ffao.org. You can also learn more during the August 2nd webinar or by watching the webinar recording.

Q: Why are we required to have two attendees participate in the training?

A: We request two adults from each participating organization so that two representatives can learn and plan together, and so that we are all investing in the sustainability of your youth-led prevention program. Both adult allies are expected to attend all training academies, technical assistance sessions, and other commitments of the Scope of Work. *If you have questions or concerns about possible attendees and the calendar requirements, please reach out to FAO at 740.753.1111 to discuss those.*

With this in mind, please review the dates of each in-person training and related activities to make sure applicants are available for all of the sessions. All applicants, including school-based participants, should make sure that the summer events do not conflict with school-year contracts that might prohibit participants from attending activities outside of the school year calendar. It is also intended that technical assistance sessions take place during regular business hours (i.e., 9AM – 5PM), at times convenient for participating adult allies.

Q: Can we bring our youth leaders to the trainings?

A: The in-person trainings are designed to provide professional development, training, and encouragement to adult allies engaging in youth-led prevention work. This is an intentional space for adults guiding young people in this work. As a result, youth leaders should not attend these meetings or the related professional development designed for adult allies. There will be other opportunities to engage youth leaders in the model and their own development.

Q: The RFP mentioned Continuing Education Credits – can you share more details about who is eligible and how that process works?

A: In addition to gaining valuable skills and experience for your community's youth-led prevention work, participating adult allies may also be eligible for continuing education credits, including:

Recognized Clock Hours (RCH) through the Ohio Chemical Dependency Professionals Board; Continuing Professional Education (CPE) by the Ohio Counselor, Social Worker and Marriage and Family Therapist Board; and Continuing Education (CE) will be made through the Ohio Department of Mental Health and Addiction Services. Those interested in early childhood mental

health continuing education can use their certificates of participation to obtain hours from the Ohio Childcare Resource and Referral Association.

Professional development hours for educators: a statement of contact hour verification will be provided, which educators in turn may provide to their Local Professional Development Committee (LPDC). Ohio Revised Code (Section 3319.22) assigns LPDCs the responsibility of reviewing educators' professional development activities as part of their Individual Professional Development Plans (IPDP) and determining if they meet licensure renewal requirements.

Q: Is my community in Appalachian Ohio? Are we eligible to apply?

A: Organizations serving communities in Appalachian Ohio are eligible to apply. Appalachian Ohio comprises 32 counties: Adams; Ashtabula; Athens; Belmont; Brown; Carroll; Clermont; Columbiana; Coshocton; Gallia; Guernsey; Harrison; Highland; Hocking; Holmes; Jackson; Jefferson; Lawrence; Mahoning; Meigs; Monroe; Morgan; Muskingum; Noble; Perry; Pike; Ross; Scioto; Trumbull; Tuscarawas; Vinton; and Washington counties.

Q: What is the Foundation for Appalachian Ohio?

A: The Foundation for Appalachian Ohio is a regional community foundation serving Appalachian Ohio's 32 counties with the mission to create opportunities for Appalachian Ohio's citizens and communities by inspiring and supporting philanthropy. To learn more, visit www.AppalachianOhio.org. Sign up for our e-newsletter on the homepage for quarterly updates and news about grant and scholarship opportunities.

Q: I have another question that wasn't answered here. Who should I talk to?

A: Please call or email Kelly Morman, Communications and Programs Manager at the Foundation for Appalachian Ohio, at 740.753.1111 or kmorman@ffao.org. We will be happy to discuss your question with you!