



# Mental Health and Recovery Services Board

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## Request for Proposals (Seneca County)

The Seneca County Marisa Erin Paulus Prevention stipend provides an opportunity for local **youth** to plan and implement Youth, Parent and Community Education projects about the negative effects of alcohol and other drugs; to raise awareness on social norms, local conditions and emerging trends; and to encourage youth to take community action. These projects are intended to not only benefit the youth involved, but also to enrich the health and well-being of the communities and schools that are impacted.

**Project Goal:** Teams will implement projects, conduct a short survey and host a Parent and Community Education event to increase knowledge of substance abuse and improve a parent's confidence in their ability to speak with teens about substance abuse. The project shall be completed by May 31, 2018.

**Eligibility:** Seneca County youth can request funds through an already existing or new youth group, club, or organization with the purpose, or a component of their purpose including the prevention of alcohol and other drug abuse.

### **Recipients Package:**

**Level 1: (\$1,500):** This level requires youth to plan and implement a Parent Education event that revolves around talking to their children about the negative effects of alcohol, tobacco and other drugs. Discussion on the issues must be related to providing alcohol to underage youth, emerging trends and how to initiate conversations with their child on these issues. Youth will also conduct a short Adult Awareness survey in their area.

**Level 2: (\$1,000):** This level requires youth to plan at least 2 (two) school-wide or community drug awareness activities. For example, these can be ongoing PSA messages to be completed at sporting events, lunch-time, or before or after school.

The Seneca County Marisa Erin Paulus Prevention stipend will be administered by the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties and the Seneca County Opiate Task Force.

**Application Deadline:** September 30, 2017. Applications received after this date will not be accepted. Approved recipients will be notified by October 31, 2017. The Project shall cover the time period of November 1, 2017 to May 31, 2018. All funds must be spent during this timeframe.

### **Reporting Requirements:**

1. All materials will need to be approved by the Mental Health and Recovery Services Board representative at least two weeks before the event.
2. All materials will contain the Mental Health and Recovery Services Board's logo.
3. Submit a Final Narrative (1 page limit) of activities, successes, barriers; and final financial report.
4. Requirements must be completed by June 30, 2018.

Applications must be received by the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties on or before **September 30, 2017** to be considered for funding.

For questions contact Robin Reaves at 419- 448- 0640 or at [deputy@mhrsbsw.org](mailto:deputy@mhrsbsw.org)  
Send your COMPLETED Application via email to Robin B. Reaves at [deputy@mhrsbsw.org](mailto:deputy@mhrsbsw.org)  
Email subject: *Marisa Erin Paulus Prevention Project*

## **PROJECT NARRATIVE AND BUDGET INSTRUCTIONS**

The Project Narrative is a summary of the project that you intend to complete with the requested funds. It should provide clear and concise information about what you plan to accomplish during the allotted timeframe. Describe in detail how you plan to complete your proposed project and why it is important. Make sure to describe how your proposed expenditures help you achieve your proposed project outcomes. Also, describe how the funds will be utilized. Below is a list of information you shall include with your proposal:

### **A. Applicant Organization:**

1. Applicant organization name and address.
2. Project Title & timeframe.
3. Amount requested.
4. Adult leader and youth leader contact information (phone numbers and email addresses).

### **B. Project Summary**

Describe in detail how you plan to complete your proposed project, including:

1. What are the activities?
2. How do you plan to accomplish these activities?
3. How many people will be involved in planning/implementing the project?
4. Why is the project needed in your community?
5. Where will the project take place? (school, community, etc.)
6. How will youth be engaged in project implementation?
7. How will you encourage adults to attend your program?
9. When will the project's key activities take place? (must be between November 1, 2017 and May 31, 2018).
10. How will the funds be utilized? (All funds must be spent by May 31, 2018).

### **C. Key People**

Describe who will be working with your youth group to complete the project including:

1. Additional organizations that may be involved.
2. Elected officials or key leaders in your school and community who will be involved with the project.

### **D. Accomplishments**

Describe in detail what you hope to accomplish at the end of your project, including:

1. How will this project make a difference in your school or community?
2. How does this project help to reduce the problem of alcohol and other drug abuse?
3. How do you plan to share your successes at the end of the project?

Please complete and submit by September 30, 2017

**The Project Narrative and Budget shall not exceed three (3) pages in length.**