



# Town of Windham

## Substance Prevention Grant Program

<b>PROGRAM BACKGROUND</b>	The purpose of the Substance Prevention Grant Committee shall be to identify and make recommendations on distributing license fee funds for public health and safety programs that promote prevention, education, and positive choices in reducing youth substance use within Windham.
<b>FUNDING &amp; APPLICATION DEADLINE</b>	Applications will be accepted at The Town Manager's Office any time during the year while funds are still available. Incomplete applications will not be accepted or considered.
<b>FUNDING AWARD &amp; DISBURSEMENT</b>	The Town's Substance Prevention Grant Committee will review applications and select funding recipients. Applicants will be notified of the Committee's decision in a timely manner. The Committee reserves the right to grant all, or any part, of the total amount requested.
<b>APPLICANT DELIVERABLES</b>	Fund recipients will be required to submit a Progress and Final Report to ensure completion of all project activities. The progress report shall update the project timeline and ensure project completion. The progress report will be submitted to the Town's Substance Prevention Grant Committee, or designee, mid-way through the project timeline after receiving funds. The Final Report will be submitted in a timely manner after project completion.

I. APPLICANT INFORMATION		
<b>DATE SUBMITTED</b>	<b>PROGRAM NAME</b>	
<b>APPLICANT NAME</b>	<b>APPLICANT ADDRESS</b>	
<b>APPLICANT PHONE</b>	<b>EMAIL</b>	<b>FAX</b>
<b>AFFILIATE ORGANIZATION (if any)</b>	<b>ORGANIZATION ADDRESS</b>	
<b>LOCATION OF PROGRAM</b>	<b>LOCATION ADDRESS</b>	
<b>FISCAL OFFICER (if different from applicant)</b>	<b>ADDRESS</b>	
<b>FISCAL OFFICER PHONE</b>	<b>EMAIL</b>	<b>FAX</b>
<b>ANTICIPATED # PARTICIPANTS</b>	<b>TOTAL PROJECT COST</b>	<b>FUNDING REQUESTED</b>



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### II. PROGRAM INFORMATION – PLEASE PROVIDE: (Attach additional pages if necessary.)

<b>A. A STATEMENT OF THE EDUCATIONAL VALUE OF PROGRAM</b>	
<b>B. THE PROGRAM GOALS &amp; OBJECTIVES</b>	
<b>C. THE PROGRAM CREATOR &amp; TARGET AUDIENCE</b>	
<b>D. HOW THE PROGRAM IS MONITORED FOR SUCCESS. WHO IS RESPONSIBLE?</b>	
<b>E. ADDITIONAL FUNDING RESOURCES FOR YOUR PROGRAM</b>	
<b>F. ADDITIONAL PARTNERS PARTICIPATING IN THE PROGRAM &amp; WHAT THEIR ROLES ARE</b>	
<b>G. THE PROPOSED TIMELINE FOR THE PROGRAM</b>	



EXPENSES	AMOUNT	FUNDING SOURCES	AMOUNT
TOTAL		TOTAL	
NET FUNDING REQUESTED			

The objective of any programming is to instill healthy (mental, physical and social) decision making skills with supporting educational materials as necessary (written, verbal, visual) concerning substance abuse. The programming method may incorporate hands-on, visual, academic, or other know learning modalities.

Businesses, individuals, and affiliates that have contributed to the Educational Fee Fund are exempt from receiving funds.

Applications that are denied will need to wait six months before reapplying.

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