



Town of Windham

Substance Prevention Grant Program

PROGRAM BACKGROUND	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.
FUNDING & APPLICATION DEADLINE	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.
FUNDING AWARD & DISBURSEMENT	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.
APPLICANT DELIVERABLES	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		
DATE SUBMITTED	PROGRAM NAME	
APPLICANT NAME	APPLICANT ADDRESS	
APPLICANT PHONE	EMAIL	FAX
AFFILIATE ORGANIZATION (if any)	ORGANIZATION ADDRESS	
LOCATION OF PROGRAM	LOCATION ADDRESS	
FISCAL OFFICER (if different from applicant)	ADDRESS	
FISCAL OFFICER PHONE	EMAIL	FAX
ANTICIPATED # PARTICIPANTS	TOTAL PROJECT COST	FUNDING REQUESTED



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Substance Prevention Grant Program

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

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



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III. BUDGET OVERVIEW – Attach additional pages if necessary.

EXPENSES	AMOUNT	FUNDING SOURCES	AMOUNT
TOTAL		TOTAL	
NET FUNDING REQUESTED			

Programming can be for all ages, singular or multiple events, presentations, speakers, media campaigns, collaborations with other entities, etc. Please attach additional information that you feel is pertinent to your application.

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.

Grant funds can only be used for the educational programming that is specified in the grant request. Applicants may be required to meet with the Substance Prevention Grant Committee to provide further details.

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

The Substance Prevention Grant Committee will review applications at the beginning of each month.

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

All programs are public information. Availability of funds for programming is set by the committee.