



Town of Windham

Substance Prevention Grant Program

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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.

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FUNDING & APPLICATION DEADLINE

Applications will be accepted at The Town Manager's Office any time during the year when funds are still available. Incomplete applications will not be accepted or considered.

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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.

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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.

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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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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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EXPENSES	AMOUNT	FUNDING SOURCES	AMOUNT
TOTAL		TOTAL	
NET FUNDING REQUESTED			