

May 4, 2007

**Mayor's Anti-Drug Community Fund
City and County of Honolulu Workforce Program**

Dear Grant Applicant:

The Honolulu City and County Office of the Mayor is administering funds appropriated by the State Legislature for Community Anti-Drug initiatives. This fund was established to fund grassroots community efforts to sustain, foster, and initiate anti-drug campaigns. The Mayor's Task Force on Drug Abuse will participate in the review of grant proposals and will be looking for projects that propose grassroots community initiatives to develop and implement substance abuse prevention, education, and treatment programs in the public sector. Collaboration among recipients of these grants is encouraged. **Total amount available for this program is \$200,000.**

Funded projects will be working collaboratively with the Mayor's Task Force on Drug Abuse on an exciting and ambitious new campaign to address substance abuse in government. Priority will be given to projects that include within their scope collaboration between community organizations involved in substance abuse education and treatment, labor unions, and the City and County of Honolulu in developing and implementing a program to prevent, identify, and treat substance abuse within the City and County workforce, which can be used as a model for other levels and branches of government.

Who qualifies to apply for these funds? Community-based 501(c) 3 organizations

What funding is available? Projects may not exceed **\$100,000** and only one project will be awarded to any one 501(c) 3 organization. Funds will be awarded to projects that are planned for the future and will not be awarded to projects that have already happened.

What is the time frame for the project? Proposals are due to the City and County by close of business, 5:00 p.m. on **June 4, 2007**. Proposals will be reviewed and decision and notification made by **June 14, 2007**. Selected projects will be required to execute a grant agreement with the City. The project is to be completed by **December 31, 2007**. A final report, including expenditures and evaluation, is due to the City and County no later than 30 days after completing the project.

Who is the target population? Your proposal can target any population within the government workforce, with priority given to proposals that involve the **City and County of Honolulu workforce**. You will be asked in the proposal to describe your target population and estimate the number of individuals to be impacted by your project.

How does an agency apply for these funds? A 501(c) 3 agency must submit **three** copies of a completed grant proposal form along with one copy of official notification that the organization is designated by the IRS as a 501(c) 3 tax-exempt organization. The

grant application form is available through the Office of the Mayor, phone 527-6090 and/or on the web at www.honolulu.gov. The original and 3 copies of your completed proposal and one copy of the organization's 501 C (3) letter must be received no later than 5:00 p.m. on June 4, 2007. Only completed applications will be reviewed and considered for funding.

Who to call for questions – If you have a question regarding this announcement or the application form, please call Isaac Hokama at 527-6090.

Grant Proposal

Organization Name: _____ **Address:** _____ **Zip Code:** _____

Contact Name: _____ **Phone:** _____ **E-Mail:** _____

Date of 501 C (3) designation: _____

Check the categories that best describe your project (check all that apply):

?Prevention/Education ?Assessment/Referral ?Public Awareness Education

Amount Requested: \$ _____ **Expected Completion Date:** _____

I. Project Description

A. What activities will you do?

B. Where will your project take place?

C. How will your project meet the goal of “sustained or increased alcohol and/or other drug prevention, education and/or awareness activities within communities in Honolulu County”?

D. Who is your target population (i.e. age, location)? How many will benefit from this project?

E. Describe the community need that your project will address and quantify.

How will you measure this benefit?

F. What will be different in the community because of this project?

II. Organization's Background

- A. What is the main mission of the organization?

- B. What are the main services the organization provides?

- C. Who is the main target population of the organization's services?

- D. State your agency's capacity and qualification to implement the proposed project.

