



Middle/High School Youth Leadership in Prevention Program *Request for Proposals*

The Montgomery County Alcohol, Drug Addiction & Mental Health Services (ADAMHS) Board and NCCJ: Nurturing Community, Cultivating Justice are accepting applications for funding for Youth Leadership in Prevention (YLP) programs in middle and high schools, as well as community organizations.

The YLP Grant Toolkit, including the application and other templates, can be found at preventionmc.org/ylp.

About the Montgomery County Prevention Coalition (MCPC):

MCPC is composed of community leaders with a passion for preventing substance use and promoting positive mental health. The coalition's mission is to mobilize Montgomery County to prevent youth substance use and promote positive mental health by implementing evidence-based prevention strategies and community collaboration. To learn more about the important work of the MCPC, please visit preventionmc.org.

About Montgomery County Alcohol, Drug Addiction & Mental Health Services (ADAMHS):

ADAMHS is the local county board responsible for planning, funding, and monitoring mental health and addiction treatment, prevention, and recovery support services for residents of Montgomery County. The board collaborates with community partners, providers, and coalitions to ensure a comprehensive, accessible system of care that promotes wellness and resilience. To learn more about ADAMHS and its available community resources, please visit mcadamhs.org.

About NCCJ: Nurturing Community, Cultivating Justice (NCCJ):

NCCJ is a local nonprofit with a long history of supporting youth through youth leadership and prevention programming. NCCJ has partnered with MCPC to support the YLP program and will serve as the primary point of contact and program manager for the selected schools and organizations. NCCJ will provide program coordination, technical assistance, resources, and ongoing support to help the sites establish and sustain a successful YLP group, while allowing the sites and their youth leaders to take the lead in implementing the program within their community. Learn more about NCCJ Youth Leadership Development at www.nccjoh.org/youth-programming.

About the Youth Leadership In Prevention (YLP) Program:

YLP programs in schools or community organizations will empower students (grades 6-12) to create peer-to-peer supports, prevention messaging, and programming that decreases drug and alcohol use while promoting mental wellness. This program will be student-led and adult-supported. The Youth Leadership in Prevention program should install a leadership team of students with a faculty or staff advisor. The YLP students will be empowered to identify problems and supports that fit the culture of their community. **Each YLP group must include a substance use prevention component during the funding cycle.** This grant can be applied for new or existing youth-led prevention groups.

As a part of their YLP program, advisers will assist students as they learn the science and importance of prevention, the data related to substance use and mental health issues in Montgomery County, and evidence-based or evidence-informed techniques to mitigate substance use and mental health disorders. Students will also review and understand various mental health and substance use disorders, learn strategies to implement prevention programs and messaging, and understand best practices in peer-to-peer communication. The program's goal is to train student leaders on the importance of prevention and empower those leaders to facilitate peer-to-peer conversations that reach the larger student population.

Each YLP program will use their winter report to contribute to the MCPC's Annual Celebration, which overviews the successes of the Coalition for the year. The contribution will illustrate successes and upcoming ideas that each school and organization has completed.

Youth Leadership in Prevention Timeline January - December 2027	
September 22, 2026	Application Released; Information Session at 1:00PM via Zoom
October 16, 2026	Application Closes
January 1, 2027	Funding Cycle Begins
January 20, 2027	Advisor Quarterly Meeting (time TBD)
February 16, 2027	January Invoice Due
February 19, 2027	Training Selections and Strategic Action Plans due to MCPC and NCCJ staff for scheduling and review
March 15, 2027	February Invoice Due
April 15, 2027	March Invoice Due
April 19, 2027	Advisor Quarterly Meeting (time TBD)
Tentative May 20, 2027	Spring Report Due (Activities from January 2027 - May 2027)
May 14, 2027	April Invoice Due
June 15, 2027	May Invoice Due
July 15, 2027	June Invoice Due
August 16, 2027	July Invoice Due
August 17, 2027	Advisor Quarterly Meeting (time TBD)
September 15, 2027	August Invoice Due
October 15, 2027	September Invoice Due
November 15, 2027	October Invoice Due
December 6, 2027	Advisor Quarterly Meeting (time TBD)
December 15, 2027	November and December Invoice Due
December 31, 2027	Fall/Winter Report Due (June 2027 - December 2027)
December 31, 2027	End of Funding Cycle

Youth Leadership in Prevention Timeline January - December 2027	
January 31, 2028	Additional Invoices for December and November due

Submission Information

Submissions must be entered **via google form by 11:59 p.m. on October 16, 2026**. Questions regarding the application can be submitted to Lake Miller at lmiller@nccjoh.org. Applicants must apply at this link to be considered: <https://forms.gle/3HKSe7Vfa1i66MRR6>. If you are having trouble accessing the google form, please contact Lake Miller to discuss accommodations.

Eligibility:

Eligible organizations for funding include public, charter, and parochial middle and high schools, or community organizations, located within Montgomery County, Ohio. Available funds will be allocated for programming for grades 6-12. Applicants must agree to collect program outcomes throughout the funding cycle and return that information to NCCJ. A google form will be given to participating programs to collect these program outcomes biannually. When submitting their application, each program must designate their adult YLP adviser or submit a plan for filling the adviser role.

Availability of funds:

The Montgomery County ADAMHS Board is proud to provide awards for up to \$10,000 per selected application. Each school building or community organization may only submit ONE fully completed application to be considered for the award. Priority will be given to one school per district. Applicants should demonstrate their capacity to implement this program and existing community partnerships that will assist in the completion of the project. The application review committee will consider the organization's ability to build the program and use of funds when evaluating the awards. Funds may be used for staff time, marketing and printing of materials, transportation (busing or mileage), and/or implementation of prevention strategies.

Please note that this grant works on a **reimbursement process**. Programs will need to pay for expenses up front, and then submit invoices with attached receipts to the Montgomery County ADAMHS Board on a monthly basis. Invoices are due on the 15th of each month for the previous month's spending. Please email invoices to accounts-payable@mcadamhs.org on or by the due date.

Recommendations when building a budget:

- Applicants should be as specific as possible in their budget. Please include the number of materials being ordered, estimated cost of materials, and itemized costs for any events being planned. Applications with specific and transparent budgets are more likely to be funded, and receive Notice of Awards more quickly.
- Applicants are allowed and encouraged to include requests for adviser stipends in their budget. It is allowable for stipends for up to two advisers in the budget. If the school or

organization requests additional advisers, please explain the need and reasoning in the budget narrative. Typical adviser stipends range from \$500 - \$1,000 for the year.

- Initiatives that are not considered prevention best practices will not be funded. This includes, but is not limited to, the funding of vape detectors, scare tactics (including mock car crashes, drinking goggles, etc.), and some speakers. We encourage schools or organizations to have a conversation with NCCJ to receive approval for any speakers you plan to fund.
- Please utilize the provided budget template.
- Non-Allowable Expenses:
 - Gift cards
 - Speaker fees (without prior approval or explanation)
 - Meals
 - Technology
 - Political activities
 - Fundraising expenses
 - Software

Application Requirements:

- Completion of the online application submitted in full by the designated due date
- Proposed project budget
- A signed letter of support from the building principal, superintendent, counselor (for schools) or organization director or CEO (for community organizations)

Criteria for Award:

- Each YLP program will attend at least two trainings hosted by NCCJ (more information below in the "Training" section).
- Advisers will attend quarterly Adviser's Council meetings. If an adviser is not able to attend, they should send a designee in their place. Dates for these meetings can be found on the application timeline.
- Programs will report their outcomes to NCCJ, including number of events, individuals reached, successes and opportunities on a biannual basis.
- Each YLP program **must** implement substance use prevention programming.
- Each program will create a strategic action plan at the beginning of the year. These strategic plans will outline the prevention strategies that will be implemented throughout the year. Outcomes from these programs will be submitted to NCCJ biannually.
- Final reporting requirements include:
 - Collection of program indicators and metrics, and reporting to the NCCJ and MCPC upon completion of the funding cycle
 - Final invoice submission

Training

NCCJ and ADAMHS will provide a selection of trainings that can be offered to each YLP program. Each program will be required to attend at least two student trainings throughout the program year, selected by the school or organization to best meet the needs of its students and

program. NCCJ and ADAMHS will work with each selected school or organization to identify appropriate training topics and coordinate the delivery of trainings.

- If more than 50% of student leaders are new to the program, Prevention 101 is required as one of the two trainings.
- NCCJ and ADAMHS are available to discuss training needs with each selected school or organization, provide technical assistance and support, and coordinate training opportunities throughout the program year.
- YLP programs will receive training and prevention resources through NCCJ and ADAMHS, with programming designed to support the goals and objectives of the Youth Leadership in Prevention program.

Application Contents

Applications will be submitted **via google form by 11:59 p.m. on October 16, 2026**. Late applications will not be accepted. For any questions or guidance related to this application, please contact Lake Miller at lmiller@nccjoh.org. Schools and organizations are welcome and encouraged to email Lake after submission to ensure it was received.

1. Application Information
 - a. School or Community Organization Name
 - b. School District (if applicable)
 - c. Address
 - d. Contact Person Name
 - e. Contact Person Role
 - f. Contact Person Email Address
 - g. Contact Person Phone Number
2. Applicant Information
 - a. Contract Signer Name
 - b. Contract Signer Email Address
 - c. Contract Signer Role
 - d. Contract Signer Phone Number
 - e. Financial Contact Name
 - f. Financial Contact Email Address
 - g. Financial Contact Phone Number
 - h. Tax ID number
 - i. Requested Funding Amount
3. General Purpose
 - a. Grade Levels Served
 - b. Estimated Number of Students Served
4. Project Components
 - a. Provide the name and role of the individual that will serve as the adviser of the Youth Prevention in Leadership program. Describe the individual's role in the school or organization and why they have the capacity to manage this program. If an individual is not designated, please spell out the plan to recruit this individual. *Schools and organizations are encouraged to consider passionate, organized individuals that work well with students. Advisers should be committed to the program for a minimum of one year and empower students to lead the program while providing support.*

- b. Describe your school or organization's capacity to implement this program.
 - c. How will you go about selecting and recruiting students to serve on the Youth Prevention Leadership team? (*Tip: Application reviewers will be looking for organizations to encourage non-exclusive methods of recruitment*).
 - d. How do you plan to incorporate youth leadership into implementation and planning? (*Students will identify trainings, develop the Strategic Action Plan, gather feedback from peers and develop ideas to address issues, etc.*)
 - e. Please explain the readiness from your school or organization's internal and/or external stakeholders to implement this program. Describe other prevention services taking place in your school or community. How will this program supplement or support the services already taking place?
 - f. What is driving your school or organization to implement a youth-led, peer-to-peer prevention program? Please explain the need for this program in your school or organization, and the expected benefit it will have for students.
 - g. What barriers or problems do you anticipate in building, implementing, and sustaining this program?
 - h. What training, support, and resources do you need from NCCJ to address the above barriers (*prevention science, strategic planning, youth recruitment, capacity building, etc.*).
5. Budget submission.
 6. Letter of support signed by Superintendent, Principal or Counselor (for schools) or Director or CEO (for community organizations).

YLP Support Team

NCCJ will manage and support the Youth Leadership in Prevention program throughout the program year. The NCCJ team will work with selected schools and organizations to support onboarding, provide training and technical assistance, answer questions, and help YLP groups navigate program requirements and expectations. NCCJ will provide ongoing support and guidance while allowing participating schools, organizations, and youth leaders to take ownership of their YLP activities. The NCCJ team will also help monitor program progress and outcomes, gather feedback from participating schools and organizations, and identify successes and areas for improvement.

Application Rubric Contents

School or Organization Being Reviewed:

Reviewer Name:

Complete for New and Returning Schools and Organizations:

Complete rubric on a scale of 1, 3, or 5

Area	1	2	3	4	5	Comments
Completion of application	Application is missing several components and answers are incomplete or lacking detail		All components are present but lack desired detail.		All sections of application are present and answered in a detailed manner	

Budget	Budget is missing several components and answers are incomplete or lacking detail		The budget shows thoughtful planning but is somewhat broad. Where details are not yet determined, a clear plan is provided for finalizing them.		The budget is detailed and includes all components of the template. The budget is understandable, realistic and helps the reviewer understand how money will be spent.	
Youth-Led Focus	The program appears advisor-led and does not allow for youth input. Youth are selected by adults.		Youth are included in all parts of the program however decisions appear advisor driven. Youth peers or self-selection is involved in recruitment.		Youth are included in all parts of the program and drive decisions. The program makes intentional decisions in recruitment of youth to include those who may not be typically identified as youth leaders.	
Prevention Focus	Does not include substance use prevention component; connection to the prevention of other mental, emotional, and behavioral disorders (MEB) is unclear or outside prevention scope of practice		Activities are appropriate scope of practice and contain at least one substance use prevention component.		Data is gathered at the school level, activities are prevention-focused and include substance use prevention components and best practices. Activities show implementation of several strategies.	
Preparedness	Little thought is demonstrated in leadership, student selection and recruitment, or collaboration with stakeholders.		Some thought is given to student recruitment and staff selection, though strategies may not reflect best practices. Stakeholders are identified, even if support is not yet established.		Advisors are identified, community stakeholders are meaningfully engaged, and the youth selection and recruitment process demonstrates thoughtful consideration of potential barriers to participation.	
Add up the score in each column						
						Overall Total Score:

Complete for Returning Schools and Organizations Only:

Complete rubric on a scale of 1, 3, or 5 (except for categories with a scale of 1-5)

From: January 2026 - July 2026:

Area	1	2	3	4	5	Comments
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Budget Spend Down	School/ Organization has spent down 0-24% of requested funding.		School/ Organization has spent down 25-49% of requested funding.		School/ Organization has spent down 50-74% of requested funding	
Strategic Action Plan - Draft Deadline	School/ Organization did not submit a strategic action plan for the year.	School/ Organization turned in a partially completed strategic action plan, without including 4 of the 7 CADCA Strategies for Community Change, and did not complete by the set deadline.	School/ Organization turned in a partially completed strategic action plan, without including 4 of the 7 CADCA Strategies for Community Change, by the set deadline.	School/ Organization fully completed a strategic action plan, but did not turn in by the set deadline.	School/ Organization fully completed a strategic action plan, including 4 of the 7 CADCA Strategies for Community Change, by the set deadline.	
Adherence to Training Requirements	School/ Organization did not complete or schedule any required trainings		School/ Organization has scheduled two or more required trainings		School/ Organization has completed both required trainings or has completed one and scheduled the second for the second half of the year.	
Participation in Quarterly Adviser Meetings	School/ Organization had one student OR one staff member attend one out of three quarterly Adviser meetings.		School/ Organization had at least one student OR one staff member attend at least two out of three quarterly Adviser meetings.		School/ Organization had at least one student OR one staff representative attend all three quarterly Adviser meetings.	
Report Completion	School/ Organization did not complete the Spring report by the required deadline.		School/ Organization completed Spring but missed the required deadline.		School/ Organization completed the spring reports by the required deadline.	
Add up the score in each column						

						Overall Total Score:
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Please share any concerns you have about the application, questions that are unanswered, or items that need to be edited: