



## Middle/High School Youth Leadership in Prevention Program

### *Request for Proposals*

The Montgomery County Prevention Coalition is accepting applications for funding for Youth Leadership in Prevention programs in middle and high schools.

#### **About the Montgomery County Prevention Coalition:**

The Montgomery County Prevention Coalition (MCPC) is comprised 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](http://preventionmc.org).

#### **About the Youth Leadership In Prevention Program**

Youth Leadership in Prevention (YLP) programs in schools 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 but adult-supported. The Youth Prevention Leadership 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 school community, **though each program must include a drug and alcohol prevention component**. This grant can be applied for new or existing prevention programming.

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 proven 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 in schools and empower those leaders to facilitate peer-to-peer conversations that reach the larger student population.

Each Youth Leadership in Prevention school will select one student to represent their organization on a Youth Advisory Board. This group will meet quarterly to share success stories, discuss best practices and barriers, and provide feedback on Montgomery County Prevention Coalition efforts. They may also be invited to attend MCPC meetings, depending on scheduling availability, and are encouraged to attend when able.

<b>Youth Leadership in Prevention Timeline 2023-2024</b>	
<b>March 16, 2023</b>	Application Released; Information Session at 2 p.m. via Zoom
<b>May 1, 2023</b>	Application Closes
<b>June 1, 2023</b>	Notice of Award Sent
<b>August 1, 2023</b>	Funding Cycle Begins
<b>August 3, 2023</b>	Advisers Summit at Montgomery County ADAMHS Board
<b>September 8, 2023</b>	MCPC Full Coalition Meeting, 10 a.m. to noon
<b>September 30, 2023</b>	Training selections due to MCPC staff for scheduling
<b>September 30, 2023</b>	Strategic Action Plans due (for returning schools)
<b>October 31, 2023</b>	Strategic Action Plans due (for new schools)
<b>November 3, 2023</b>	MCPC Full Coalition Meeting, 10 a.m. to noon
<b>November 6, 2023</b>	Student and Advisers Quarterly Meeting (3 p.m. on Zoom)
<b>December 31, 2023</b>	Mid-Year Report Due
<b>January 12, 2024</b>	MCPC Full Coalition Meeting, 10 a.m. to noon
<b>February 5, 2024</b>	Student and Advisers Quarterly Meeting (3 p.m. on Zoom)
<b>March 1, 2024</b>	MCPC Full Coalition Meeting, 10 a.m. to noon
<b>May 3, 2024</b>	MCPC Full Coalition Meeting, 10 a.m. to noon
<b>May 6, 2024</b>	Student and Advisers Quarterly Meeting (3 p.m. on Zoom)
<b>May TBD</b>	End of Year Celebration
<b>June 30, 2024</b>	End of Year Report Due; Funding Cycle Ends

### **Submission Information**

Submissions must be entered **via google form by 11:59 p.m. on May 1, 2023**. Questions regarding the application can be submitted to Colleen Oakes at [coakes@mcadamhs.org](mailto:coakes@mcadamhs.org).

Applicants must apply at this link to be considered:

[https://docs.google.com/forms/d/e/1FAIpQLScYnfzD6pu-ESxMZznqhXD7-uC77lVg5LnilMkSo4370m5awQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScYnfzD6pu-ESxMZznqhXD7-uC77lVg5LnilMkSo4370m5awQ/viewform?usp=sf_link). If you are having trouble accessing the google form, please contact Colleen

Oakes to discuss accommodations.

### **Eligibility:**

Eligible organizations for funding include public, charter, and parochial middle and high schools 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 the Montgomery County Prevention Coalition. A google form will be given to participating schools to collect these program outcomes biannually. When submitting their application, each school 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 application. Each school building may only submit ONE fully completed application to be considered for the award. 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, proposed local partnerships, and use of funds when evaluating the awards. Funds may be used for staff time, marketing and printing of materials, and implementation of prevention strategies. Though not required, implementation of a school-wide culture and climate survey (such as Panorama, OHYES, SABRE, etc.) would enhance an application. Many of these options are available in Montgomery County at no cost. In your application, please highlight if your school will be participating in one of these surveys in the 2023-2024 school year.

Please note that this grant works on a **reimbursement process**. Schools will need to pay for expenses up front, and then submit invoices to the Montgomery County ADAMHS Board on a monthly basis. The Montgomery County Prevention Coalition will host a training for school financial personnel at the beginning of the funding process to assist with this process.

**Recommendations when building a budget:**

The Montgomery County Prevention Coalition is excited to enter year 3 of the Youth Leadership in Prevention funding cycle this year. Based on the last two application cycles, we have several recommendations to assist when building a budget.

- To avoid additional correspondence that may delay an awarded application, schools should be as specific as possible in their budget. Please include the number of materials being ordered, estimated cost of materials, and broken down 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.
- Schools are allowed and encouraged to include requests for adviser stipends in their budget. The Montgomery County Prevention Coalition will allow stipends for up to two advisers in the budget. If the school requests additional advisers, please explain the need and reasoning in the budget narrative. Typical adviser stipends range from \$500 - \$1,000 for the year.
- The Montgomery County Prevention Coalition will not fund initiatives that are not considered prevention best practices. 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 to have a conversation with the MCPC to receive approval for any speakers you plan to fund.

**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, or counselor.

## Criteria for Award

- Each YLP program will attend at least two trainings hosted by the Montgomery County Prevention Coalition (more information below in the "Training and Onboarding" 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 in the application timeline.
- Each program will designate one student to serve on the Montgomery County Prevention Coalition's Youth Advisory Board. This group will meet quarterly (at the same time as Adviser meetings) and share success stories, discuss best practices and barriers, and provide feedback on Montgomery County Prevention Coalition efforts. They may also receive requests over email to provide feedback on MCPC efforts.
- Programs will report their outcomes to the Montgomery County Prevention Coalition, including number of events, students reached, successes and opportunities on a biannual basis.
- Each school **must** implement drug and alcohol prevention programming.
- Each program will create a strategic action plan at the beginning of the school year with guidance from the Montgomery County Prevention Coalition. These strategic plans will outline the prevention strategies that will be implemented throughout the year. Outcomes from these programs will be submitted to the Montgomery County ADAMHS Board biannually.
- Final reporting requirements include:
  - Collection of program indicators and metrics, and reporting to the MCPC upon completion of the funding cycle.
  - Final budget submission.

## Training & Onboarding

- The Montgomery County Prevention Coalition is proud to offer 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 school year, selected by the school to best meet the need. The MCPC is willing to work with schools to select training and programming that best work for them.
- Each selected school will have an assigned MCPC mentor that can discuss the school's training needs and coordinate with the YLP steering committee to design trainings, as well as offer additional support and feedback throughout the year.
- Advisers are required to attend quarterly Adviser's Council meetings and trainings. The dates and times for these meetings will be determined based on awarded programs' schedules.
- Youth leaders will be invited to attend two annual trainings through Prevention First in Cincinnati. More information will be sent about these trainings to awarded participants.
- YLP programs will receive training, onboarding, and support from the Montgomery County Prevention Coalition and the Montgomery County Alcohol, Drug Addiction, and Mental Health Services Board.

## Application Contents

Applications will be submitted **via google form by 11:59 p.m. on May 1, 2023**. Late applications will not be accepted. For any questions or guidance related to this application, please contact Colleen Oakes at

[coakes@mcadamhs.org](mailto:coakes@mcadamhs.org). Schools are welcome and encouraged to email Colleen after submission to ensure it was received.

1. Application Information

- a. School Name
- b. School District
- c. Contact Person Name & Role
- d. Address
- e. Contact Person Email Address
- f. Contact Person Phone Number
- g. Contract Signer Name
- h. Contract Signer Email Address
- i. Contract Signer Phone Number
- j. Financial Contact Name
- k. Financial Contact Email Address
- l. Financial Contact Phone Number
- m. Grade Levels Served
- n. Number of Students Served
- o. Requested Funding Amount
- p. Tax ID number

2. Project Narrative

- a. Provide the name and role of the individual that will serve as the adviser of the Youth Prevention Leadership program. Describe the individual's role in the building 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. *Organizations are encouraged to consider passionate, organized individuals that work well with students and are dedicated to a whole child method of education. 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's capacity to implement this program.
- c. How will you go about selecting and recruiting students to serve on the Youth Prevention Leadership team?
- d. Please explain the readiness from your school's internal and/or external stakeholders to implement this program. Describe other prevention services taking place in your school. How will this program supplement or support the services already taking place?
- e. What is driving your school to implement a youth-led, peer-to-peer prevention program? Please explain the need for this program in your school, and the expected benefit it will have for students.
- f. Do you anticipate any barriers or problems in building, implementing, and sustaining this program?
- g. What training, support, and resources do you need from the Montgomery County Prevention Coalition (prevention science, strategic planning, youth recruitment, capacity building, etc.).
- h. Budget submission
- i. Letter of support signed by Superintendent, Principal or Counselor

**Advisory Council**

The Montgomery County Prevention Coalition will appoint a council of Coalition members to serve as the Advisory Committee for this program. Advisory members will determine awardees, design training and onboarding for awarded organizations, and mentor participating programs. The Council will guide the program, help monitor outcomes and successes, and make recommendations for future opportunities and improvements.