



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, as well as community organizations.

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

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.

About the Youth Leadership In Prevention Program

Youth Leadership in Prevention (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 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 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 and empower those leaders to facilitate peer-to-peer conversations that reach the larger student population.

Each Youth Leadership in Prevention program will select at least 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.

Youth Leadership in Prevention Timeline 2024-2025	
March 4, 2024	Application Released; Information Session at 2 p.m. via Zoom
May 1, 2024	Application Closes
June 2024	Notice of Award Sent
August 1, 2024	Funding Cycle Begins
September 2024	Advisers Summit - Scheduling poll will be sent to determine date
September 6, 2024	MCPC Full Coalition Meeting, 10 a.m. to noon
September 30, 2024	Training selections due to MCPC staff for scheduling
October 31, 2024	Strategic Action Plans due
November 1, 2024	MCPC Full Coalition Meeting, 10 a.m. to noon
November 4, 2024	Student and Advisers Quarterly Meeting (time TBD)
December 31, 2024	Mid-Year Report Due
January 10, 2025	MCPC Full Coalition Meeting, 10 a.m. to noon
February 3, 2025	Student and Advisers Quarterly Meeting (time TBD)
March 7, 2025	MCPC Full Coalition Meeting, 10 a.m. to noon
May 2, 2025	MCPC Full Coalition Meeting, 10 a.m. to noon
May 5, 2025	Student and Advisers Quarterly Meeting (time TBD)
June 30, 2025	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, 2024**. Questions regarding the application can be submitted to Colleen Oakes at coakes@mcadamhs.org.

Applicants must apply at this link to be considered:

https://docs.google.com/forms/d/e/1FAIpQLSdB0yR44CN5OguBYwEDIfGJfsukxn5IV5LMi9BW7-Y87At00w/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, 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 the Montgomery County Prevention Coalition. 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 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, proposed local partnerships, 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. 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 program will be participating in one of these surveys in the 2024-2025 school year.

Please note that this grant works on a **reimbursement process**. Programs 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 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 4 of the Youth Leadership in Prevention funding cycle this year. Based on the last three application cycles, we have several recommendations to assist 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 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.
- Applicants 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.
- Please utilize the provided budget template.

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 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 on the application timeline.
- Each program will designate at least 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, individuals 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 invoice submission.

The Montgomery County Prevention Coalition will not process invoices for programs that fall out of compliance within the grant year. The program will be notified if they are not in compliance and given an opportunity to complete a corrective action plan. Invoices will only be processed once the program is back in compliance with grant requirements.

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.
 - If more than 50% of student leaders are new to the program, Prevention 101 is required as one of the two trainings.
- 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 an in-person onboarding session at the beginning of the school year. The date and time for this meeting will be determined based on awarded programs' schedules.
- 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, 2024**. Late applications will not be accepted. For any questions or guidance related to this application, please contact Colleen Oakes at coakes@mcadamhs.org. Schools are welcome and encouraged to email Colleen after submission to ensure it was received.

1. Application Information
 - a. School or Community Organization 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 in 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 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 peer nominations, intentional diversity among student leaders, and non-exclusive methods of recruitment*).
 - 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 or community. 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. What barriers or problems do you anticipate in building, implementing, and sustaining this program?
- g. What training, support, and resources do you need from the Montgomery County Prevention Coalition to address the above barriers (prevention science, strategic planning, youth recruitment, capacity building, etc.).
- h. Budget submission.
- i. Letter of support signed by Superintendent, Principal or Counselor (for schools) or Director or CEO (for community organizations).

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.