



## METHAMPHETAMINE COMMUNITY COALITION MINI-GRANT PROGRAM

### APPLICATION PACKET

#### Project Overview

The Institute for Public Safety Partnerships (IPSP), the Regional Institute for Community Policing (RICP) and the Illinois Coalition for Community Services (ICCS), in consultation with the Office of the Illinois Attorney General (IAG) and the Illinois State Police (ISP), will administer a technical assistance and mini-grant program aimed at ***strengthening existing community coalitions and encouraging the formation of new ones to combat the manufacture and abuse of methamphetamine (meth)***. The goal of the project is to provide much-needed resources directly to communities which are the “front lines” of the meth epidemic, enabling them to strengthen their meth prevention initiatives.

***Who are we?*** The Institute for Public Safety Partnerships (IPSP) in Chicago and the Regional Institute for Community Policing (RICP) in Springfield are Regional Centers for Public-Safety Innovation, funded in part by the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS). Both Institutes are housed within the University of Illinois system and strive to help communities find innovative ways to solve public safety problems. The Illinois Coalition for Community Services (ICCS) is a 501c3 nonprofit organization committed to empowering people to determine the direction of their communities through education, advocacy and grassroots organizing. For more information about us, please visit our websites:

Institute for Public Safety Partnerships: [www.ipsp.us](http://www.ipsp.us)

Regional Institute for Community Policing: <http://ricp.uis.edu>

Illinois Coalition for Community Services: [www.time-to.org](http://www.time-to.org)

We invite community coalitions throughout the state of Illinois regardless of community size or population to apply for funding by filling out this application packet and returning it to IPSP no later than **Friday, May 30, 2008 at 5:00 pm** via email to Associate Director Laura Kunard at [lkunar1@uic.edu](mailto:lkunar1@uic.edu) [please put “meth application” in the subject line of the email] or via fax to 312-355-1398 or via U.S. mail or delivery service to:

Laura Kunard  
Institute for Public Safety Partnerships  
ATTN: Meth Mini-Grant Program  
921 W. Van Buren, Suite 230  
Chicago, IL 60607

Application packets that do not arrive by the deadline will not be considered. Questions about this application packet should be directed to: Ms. Kunard at [lkunar1@uic.edu](mailto:lkunar1@uic.edu) or Ms. Lisa Zhao, IPSP Grants Coordinator, at [szhao4@uic.edu](mailto:szhao4@uic.edu) or 312-413-4405.

Community coalitions applying for mini-grant funds may seek **up to \$10,000** and will be evaluated by a committee on a number of facets of organization, strategy, and fiscal responsibility (details on page 11). Eligibility is not limited to established community coalitions working on the meth problem; we encourage new and emerging coalitions to apply as well. We also encourage the involvement of youth as integral and vital parts of project strategies as well as the use of a problem-solving model such as the SARA model. One application per coalition, please.

Funding for this mini-grant program comes from the ***U.S. Department of Justice, Office of Community Oriented Policing Services (COPS)***.

Coalitions seeking funds will be ***required to include a law enforcement partner*** in their strategy; the law enforcement partner must submit a letter of cooperation along with this application which indicates their support of the project and willingness to participate.

***If you get funded:***

- the program period will be 10 months: July 1, 2008 – April 30, 2009.
- expert community organizing and problem solving trainers will be readily available to provide technical assistance to awardees via phone consultation throughout the program period and will make site visits when necessary.
- you will be required to submit bimonthly (every-other-month) fiscal and programmatic reports.
- you will be required to enter into a formal agreement (via subcontract) with the University of Illinois in order to receive funds

**I. Applicant Contact Information**

APPLICANT (COMMUNITY COALITION) NAME		
COMMUNITY CONTACT PERSON	Name	
	Email	
	Phone	
	Address	
PARTICIPATING LAW ENFORCEMENT AGENCY		
LAW ENFORCEMENT CONTACT PERSON	Name	
	Email	
	Phone	
	Address	
TITLE OF PROJECT, PROGRAM OR EVENT		
TOTAL AMOUNT REQUESTED	\$	
NAMES OF PARTICIPATING PARTNERS*		
FISCAL AGENT CONTACT PERSON	Name	
	Email	
	Phone	
	Address	

\*Partnership members/agencies/organizations may also include **but are not limited to:** representatives of child protection agencies; community based organizations; treatment professionals; prevention specialists; local government officials; school officials; the medical community; the business community; hospital staff and administrators; parent-teacher associations (PTAs); and faith-based organizations.

## ***II. Project Description***

Please provide a short description of the project you propose to implement.

Please detail the essential components of the proposed program, noting its goals and objectives and how they relate to combating meth.

Please describe your coalition's relationship with law enforcement in the area in which you propose to work.

**III. Project Implementation**

Please describe the proposed project in detail, including equipment and other resources necessary to implement this project.

Who will supervise the proposed project? Who will be responsible for the required bi-monthly reporting? What steps will be taken to assure the project will be successfully implemented?

Please describe the coordination with other partners in the Coalition that will be required to implement the proposed project.

What barriers or possible obstacles to implementation do you foresee and how do you plan to address them?

***IV. Fiscal Agent***

Grantees are required to identify a qualified partner to serve as the Coalition’s fiscal agent for the project. Qualified partners include a law enforcement or other governmental agency or a not-for-profit institution. Please identify your fiscal agent below and describe the relationship between your Coalition and that entity.

## V. Implementation Timeline\*

Activity	Month Begin	Month Complete	Personnel Responsible	If ongoing, how often?

\*As noted above, the program period will be 10 months: July 1, 2008 – April 30, 2009.

## VI. Budget Guidelines

Applicants must provide a budget that is allowable and reasonable. Below are the allowable budget categories:

Supplies	List items by type (office supplies, postage, training materials, copying paper, books, etc.). Generally, supplies include any materials that are expendable or consumed during the course of the project.
Travel	Itemize travel expenses of project partners to the best of your ability. Traveling costs with personal car are reimbursable at the federal government rate of \$0.485/mile.
Services	List items by major type and the basis of the computation. Reproduction costs, conference room or other space rentals, etc. are under this category.
Consultants	For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees may not exceed the rate of \$350 per day.

Please be aware that personnel costs (i.e. salary and benefits) will not be a justifiable budgetary expense.



## VII. Budget & Budget Justification

A budget worksheet (in Excel) is attached for your convenience. Please provide a detailed breakdown of how your coalition plans to spend funds related to your proposed project. The budget worksheet is pictured below and is in a fillable format with formulas to total subcategories already programmed into the Excel sheet for your convenience. If an applicant does not have access to Excel, the budget worksheet can be typed or written legibly.

### IPSP Methamphetamine Community Coalition Mini-Grant Program

#### BUDGET WORKSHEET

CATEGORY	Base Cost	Number of Units	10-Month Total
<b>SUPPLIES</b>			
supply item #1 here			0
supply item #2 here			0
supply item #3 here			0
<b>TOTAL SUPPLIES</b>			<b>0</b>
<b>TRAVEL</b>			
mileage costs here @ .485/mile			0
other travel costs here			0
other travel costs here			0
<b>TOTAL TRAVEL</b>			<b>0</b>
<b>SERVICES</b>			
service #1 here			0
service #2 here			0
service #3 here			0
<b>TOTAL SERVICES</b>			<b>0</b>
<b>CONSULTANTS</b>			
consultant #1 here			0
consultant #2 here			0
consultant #3 here			0
<b>TOTAL CONSULTANTS</b>			<b>0</b>
<b>TOTAL DIRECT COSTS</b>			<b>0</b>
<b>TOTAL PROJECT COST</b>			<b>0</b>

Please provide a narrative that provides additional information to explain and justify each line item budgeted so that reviewers can understand to which activities in the Project Description the expenses are related, what services/items are being purchased, the quantity of items being purchased and how the estimated costs were calculated.

- The Budget Justification should not be a description of why the funds are needed.
- Please describe any matching funds provided by community organizations or private businesses as well as other resources donated (in-kind, space, equipment) to the project.
- For any equipment costs in excess of \$1,000, please attach two vendor quotations. Quotations can be photocopied from a catalog, downloaded from a website or obtained directly from a vendor.
- Examples of allowable Consultant expenditures include but are not limited to: bringing in outside speakers such as professors with expertise in meth or law enforcement officials to speak at meetings or events.

***Budget Justification:***

Budgetary questions should be directed to Lisa Zhao at IPSP: [szhao4@uic.edu](mailto:szhao4@uic.edu), 312-413-4405.

### **VIII. Evaluation Criteria**

1. Project plan – strength, innovation, and organization of project plan; articulation of how project will impact the meth issue in your area; expected outcomes of project.  
50 points
  2. Potential partnership activities – coalition team membership; demonstration of representation from diverse groups.  
20 points
  3. Project’s potential to impact meth prevention, treatment, or enforcement activities – demonstration of well thought out outcomes expected from the project.  
20 points
  4. Budget/fiscal agent/fiscal responsibility – articulation of where financial responsibilities lie; plan for Coalition to manage funding effectively and efficiently.  
10 points
- 
- Total: 100 points