|  |  |
| --- | --- |
| 2023-2024 – Awards Program Application | 1**APPLICATION GUIDELINES** |  |
|  |  |
| **Awards Program** The National Alcohol Beverage Control Association (NABCA) recognizes the important role member jurisdictions play in protecting the health, safety and wellbeing of the public from the harms of alcohol. NABCA is committed to supporting its member jurisdictions in their efforts through its awards, made possible through the NABCA Education Corpus. To help member jurisdictions advance their public health/safety/prevention efforts and to strengthen their efforts to advance responsible and efficient systems, NABCA offers each member jurisdiction the opportunity to apply for an Education Award and a Supplemental Award each year.**Education Awards ($10,000)**The Education Award is up to $10,000 annually. This award can serve as a valuable resource to help member jurisdictions expand current public health/safety/prevention initiatives. While education strategies to prevent excessive alcohol consumption are not evidence based as a standalone approach, they can complement evidence-based strategies by heightening the public’s understanding and awareness about alcohol. **Supplemental Awards ($50,000)**The Supplemental Award is up to $50,000 annually. This award can serve to enhance and expand activities related to protecting the health, safety and wellbeing of the public. A letter of intent must be submitted to NABCA one week prior to the application deadline to applying for this award. You can submit this letter on NABCA’s awards program website. See page 6 for more details.**Application Timeline**There are three cycles within the fiscal year (July 1-June 30) that member jurisdictions can apply for awards, January, May and September. All applications are reviewed for approval by the Board of Directors. See detailed timeline on page 4.**Eligibility**To be eligible for the Awards Program, a member jurisdiction may not have an outstanding award and must have submitted a final report on the awards website for prior awards before applying for a new award. See page 5 for more details on the final report. |

**HOW TO USE THESE FUNDS**

**Criteria**

1. Any activity must have the intention of taking action to reduce the irresponsible sale/use of alcohol beverages.
2. The ABC agency must be involved in the project. Jurisdictions are strongly encouraged to work with their representative on the NABCA Education Committee in the development of this effort.
3. The proposed activity should seek to change the environment that encourages or allows irresponsible consumption of alcohol.

**APPLICATION SUBMISSION**

All applications should be filled out and submitted via the NABCA’s awards program website. Access to website is available to NABCA Education Committee members upon request. Award applications are available as one of two programs, Education and Supplemental.If you plan on proposing multiple projects with your NABCA grant funds, please submit a separate application for each project.

**ROLE OF MEMBER ABC AGENCY**

The ABC agency must be involved with the project. Below is a list of the variety of ways that a member jurisdiction can engage in the project. If the project coordinator submitting the application does not serve on the Education Committee, NABCA encourages the project coordinator to inform the jurisdiction’s committee representative on all phases of the application process as well as the development and execution of the project.

**Direct Administrator.** The ABC agency funds a project the agency will direct exclusively.

|  |  |
| --- | --- |
| 2023-2024 – Awards Program Application | 2**APPLICATION GUIDELINES**  |  |

**“Pass Through” Agency.** The ABC agency administers the funds either by creating a Request for Proposal (RFP) for outside organization(s) to apply for the funds to conduct a project or the ABC agency identifies partner organization(s) to consult for a project. In either case, the ABC agency serves as a grantor of the funds for awardees(s) and a Memorandum of Understanding or similar document must be included in the application.

Under some circumstances, NABCA may serve as the **fiscal sponsor** of the project and take on the contractual and fiscal responsibilities of paying the outside organization. Please contact Kedar Dange, Public Policy Analyst (Kedar.Dange@nabca.org), to discuss the possibility of this arrangement prior to submitting your application no later than 2 weeks out from the application deadline. If it is determined that NABCA can serve as the fiscal sponsor, please describe under the Project Description section of the application.

**Convener or Facilitator.** The ABC agency brings leaders and key stakeholders together to convene a training/conference/ summit to foster collaboration and capacity building. The ABC agency could serve as the facilitator or rely on contracted experts to execute the event.

**A Combination of the Above Roles.** An ABC agency may combine the above roles to fit their jurisdiction’s specific needs.

**APPLICATION DETAILS**

Below is detailed information about what you will need to fill out the online application.

**Project Administration.** The ABC will lead all aspects in the administration of the award. The project coordinator serves as the NABCA contact for the award and must be closely involved with all aspects of the project(s) through the duration of the award in its entirety.

**Project Description.** Provide a brief description of the project and the anticipated impact on the public. The project must align with the fundamental goal to reduce the irresponsible sale/use of alcoholic beverages and should seek to change the environment which encourages or allows the irresponsible sale of/consumption of alcohol. Proposals should not exceed two pages with the following sections clearly identified by heading and in the order listed.

**Project Need.** Provide a detailed description of the problem, the current resources (both within and outside your agency) allocated to the issue, and organizations dedicated to addressing the problem within the jurisdiction. Please identify funding gaps that make it difficult to address the problem effectively.

**Project Objectives.**  Describe measurable objectives to clearly outline how the project will be executed and evaluated.

**Evidence of Impact.** Provide scientific evidence and/or promising practice case studies of success to substantiate the anticipated impact of the project and its objectives. This section should include citations and references as evidence of the anticipated impact.

**Project Timeline.**  Indicate start and end dates for the project, including intermediate timelines for when key objectives will be achieved. Please also include start and end dates for RFP, if applicable (please use actual dates or month/year).

**Project Continuation.** *(if applicable)* If this is an application to continue the same project that has been previously funded by NABCA, whether in concept or substance, please indicate the rationale for its continuation.

**Project Evaluation.** Provide a plan for evaluating the impact of the project. The evaluation should align with the measurable objectives. Examples include measuring # of trainings, # of attendees, # of new stakeholders, # of earned media placements, # of surveys collected.

|  |  |
| --- | --- |
| 2023-2024 – Awards Program Application | 3**APPLICATION GUIDELINES**  |  |

**Sustainability.** Describe how the project will be continued after the award period concludes.

**Budget.** A brief budget justification statement must accompany the proposed budget. The justification should clearly provide a rationale for each expense as it relates to the project objectives. Monies are not to be used to supplement existing activities. ***NOTE:*** *NABCA does not “cost share” or allow funds to be used for administrative cost reimbursement.*

**Confirmation.** In most cases, the ABC agency will serve as the fiscal agent for the project, and therefore, accepts fiscal responsibility for the funded project. ***Signatures are requested***for both the ABC agency Director/Administrator and the project coordinator.

**FINAL REPORT**

Upon completion of the project, please submit a report that details the project progress and products and how project strategies and objectives were met. This final report and any project materials that are produced (e.g., brochures, posters, videos, core reports, advertisements, event photos) *should be submitted via the report form* on your online application. This report should also outline how the funds were fully expended and the project fully executed. *\*See Project Report Guidelines on page 5 for further detail*

|  |  |
| --- | --- |
| 2023-2024 – Awards Program Application | 4**APPLICATION TIMELINE** |  |

**AWARD CYCLE TIMELINE 2023-2024** *(dates are subject to change)*

**July 1, 2023** Beginning of 2023-2024 budget year (NABCA)

**Cycle 1**

**August 7, 2023 Deadline for LOIs for Supplemental Awards**

**August 14, 2023** Deadline for applications for September Board Meeting

**September 11-15, 2023** SeptemberBoard Meeting (*approval of applications*)

**End of September** Payments are processed and sent to applicants

 *All reports should be submitted (see report guidelines)*

**Cycle 2**

**November 29, 2023 Deadline for LOIs for Supplemental Awards**

**December 6, 2023** Deadline for applications for January Board Meeting

**January 8-11, 2024** JanuaryBoard Meeting (*approval of applications*)
 **End of January 2024** Payments are processed and sent to applicants
 *All reports should be submitted (see report guidelines)*

**Cycle 3**

**April 17, 2024 Deadline for LOI for Supplemental Awards**

**April 24, 2024** Deadline for applications for May Board Meeting

**May 21-25, 2024** May Board Meeting (*approval of applications*)

**End of May 2024** Payments are processed and sent to applicants
 *All reports should be submitted (see report guidelines)*

**June 30, 2024 End of 2023-2024 budget year – all checks must be cleared and deposited**

**Legal Disclosure.** As part of all announcements made or promotional material distributed concerning activities funded by this award, recipients are requested to disclose that the activity was funded, in whole or in part, by funds from the National Alcohol Beverage Control Association. Distribution of awards is conditioned on recipient’s compliance with any proposal submitted or any terms and conditions accompanying the education award. By making this award, NABCA assumes no liability for any activity undertaken by recipient using award funds.

|  |  |
| --- | --- |
| 2023-2024 – Awards Program Application | 5**FINAL REPORT GUIDELINES** |  |
|  |
| Once the project is complete, please forward a report of the project that was funded from the NABCA Award Program. **Please keep in mind that we must have all reports within 90 days of the next application before we can release new awards.** |

A description of what should be included in your report is listed below:

* Please include the following information in your report:
* Title of project
* Date(s) or duration of project
* Name of project coordinator and contact information
* Describe the project(s) the NABCA Award was used to fund. Explain how funds were allocated and expended. If there were multiple projects funded, please provide a description for each one, providing detail on the measurable outcomes based on your evaluation. Please also include the population(s) reached.
* If applicable, list other sources that funded this project and the approximate amount that was provided by each.
* Explain the role the ABC agency played in the project.
* Describe how the project contributed to the prevention of irresponsible alcohol use and how it built capacity in your jurisdiction’s public health/safety/prevention efforts.
* Outline the measurable outcomes and achievements from this funded project.

**Please provide reports and any products, announcements, or other materials (*e.g. brochures, press materials, pictures, flyers, etc.*) generated by the funded project(s).** Please submit all of your report items and materials via the online report form on the NABCA Awards website.

|  |  |
| --- | --- |
| 2023-2024 – Awards Program Application | 6**GUIDANCE - SUPPLEMENTAL AWARD LETTER OF INTENT**  |  |

|  |
| --- |
| The National Alcohol Beverage Control Association (NABCA) recognizes the important role member jurisdictions play in protecting the health, safety, and wellbeing of the public from the harms of alcohol. NABCA is committed to supporting its member jurisdictions in their regulatory efforts through its awards, made possible through the NABCA Education Corpus.To help member states advance their public health/safety/prevention efforts, NABCA offers each member state the opportunity to apply for a supplemental award of up to $50,000 to enhance and expand activities related to protecting the health, safety, and wellbeing of the public, and to strengthen their efforts to advance responsible and efficient systems.  |

 **AREAS OF INTEREST**

1. **Regulatory/Enforcement**. Projects that assist member jurisdictions in their regulatory and compliance efforts to prevent illegal sales or irresponsible use of alcohol. (e.g., place of last drink data collection, overservice and compliance check operations, expanded responsible beverage service training, tools and technology to translate laws, rules and regulations, and/or direct strategic enforcement/administrative efforts)
2. **Data Collection/Technology.** Projects that assist member jurisdictions in monitoring, tracking, assessing, and translating health/safety/legislative/regulatory information to educate the public about alcohol-related harms and the necessity of regulation. (e.g., geo-spatial analyses, mapping outlets to health/safety data, translational, web-based tools to translate data)
3. **Capacity Building/Collaboration**. Projects that assist member jurisdictions in their efforts to collaborate and partner with key stakeholders and fill gaps in knowledge or resources to advance the public’s understanding of alcohol regulation and its importance. (e.g., organizing/hosting conferences and trainings, sending stakeholders to trainings, creating guides for stakeholder engagement with ABC efforts)

***An ABC may do any combination of the above areas of focus.***

***Projects outside the scope of the focus areas listed above will be considered on a case-by-case basis. Please contact Kedar Dange, Public Policy Analyst, at*** Kedar.Dange@nabca.org ***to discuss further.***

 **CRITERIA**

**Project Description**

Describe the plans for spending the funds. Proposals should not exceed one page and should address each of the following in the order listed:

1. **Summary** – Describe the project(s) the Supplemental Award will be used to fund and the anticipated impact
2. **Evidence** – Describe the scientific evidence or case studies of success that provides a rationale for selecting the project. Please provide specific citations where appropriate.
3. **Population** – Indicate the primary population your project will serve (e.g., youth, college, general population)

**Timeline**

Indicate the estimated start and completion dates (*please include actual dates or month/year*)

**Budget Requested**

Identify the total amount being requested and briefly describe your spending plan. Monies are not to be used to supplant existing activities

**Continuation**

Indicate whether this is a new project or one that NABCA has funded previously

**SUBMISSION & QUESTIONS**

Letters of intent should be submitted online via the NABCA Awards website.