

Kitsap Youth Mini-Grants Application 2023-2024

Overview:

Kitsap Public Health District (KPHD) is announcing our Mini-Grant cycle for 2023-2024. As part of the Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP), these mini grants will contribute to our efforts to reduce substance use among youth in our region.

We are seeking applications from youth-serving organizations in Kitsap County. Funding will be used to provide a pro-social event or project where youth can gain and strengthen protective factors for youth substance use. Organizations will provide activities that promote positive social involvement or build leadership and healthy coping skills for youth.

Funding:

Goal: To provide youth in Kitsap County with opportunities to increase protective factors for preventing substance use.

- The maximum funding that one organization can receive is \$3,000. We request that organizations apply only for funding needed.

Eligibility:

We encourage organizations in Kitsap County that are youth-serving to apply. This can include coalitions, Tribal organizations, and non-profits.

We will be giving special consideration to organizations and projects that:

- Support or work with LGBTQ+ youth, rural youth, youth in transition (foster care youth, homeless youth, etc.) and Tribal youth.
- Focus on engaging youth with state and/or local elected officials.
- Engage youth that are underserved in substance use prevention efforts.

Funds will be used to provide activities for youth that increase protective factors against substance use. Examples can include, but are not limited to:

- Host an event for youth to learn how they can advocate for healthy choices among their peers.
- Provide opportunities for youth to engage with local decision-makers.
- Provide leadership opportunities to youth.

Kitsap Public Health District (KPHD) is available to help with technical assistance in the implementation phase of the project. This help can include, but is not limited to:

- Project management.
- Research of best practices.
- Structuring equity into your project.

Timeline: 2023- 2024

Date	Action Item
November 15 th , 2023	Application release.
December 15 th , 2023	Grant applications due.
December 16 – December 29, 2023	Internal Review and scoring process.
Week of January 1 st , 2024	Award announcements.
Ongoing	KPHD to provide TA to award recipients as needed.
June 30 th , 2024	Award recipient’s deadline to complete funded project and provide report about event and outcomes.

Scoring:

Topic	Criteria	Max Points
Clarity	<ul style="list-style-type: none"> The project and budget are clear, succinct, and organized. The project is aligned with the purpose of <u>providing a pro-social project that will provide youth with protective factors for substance use.</u> 	10
Equity	<ul style="list-style-type: none"> The project or event empowers young people. The project or event has outcomes aimed at providing youth that have been marginalized with protective factors for substance use. Organization serves at least one: Tribal youth, rural youth, LGBTQ+ youth, youth in transition. 	10
Youth Focused	<ul style="list-style-type: none"> The project or event incorporates the youth voice by including youth in decision-making and implementation phases. Project or event seeks to empower youth and provide them with pro-social skills. 	5
Budget/ Funding request	<ul style="list-style-type: none"> Applicant requests funding at or below \$3,000 that is equal to the proposed amount of work. Applicant provides justification for the amount requested. 	5
		Total: 30

Topic: Clarity

Please answer the following questions:

1. Project Description:

- a. What will your project or event look like?

2. Project Outcomes:

- a. What will a successful project or event look like to you? What is the ultimate outcome or goal of the project or event?

3. Timeline:

- a. Provide an estimated timeline for the project or event:

Month/Date	Action Item

Topic: Equity

Please answer the following questions:

1. Describe how equity will be included in your project:
 - a. What youth will be engaged in your project?

- b. How will involving youth address equity?

Topic: Youth Focused

Please answer the following questions:

1. How have youth been engaged in planning your project?

2. How will youth be involved in the implementation of your project?

3. How will this project or event empower youth and increase their protective factors against substance use?

Topic: Budget

Please answer the following questions:

1. What amount are you requesting? How will these funds help you reach your goal with this project?

2. How will you use these funds? Budget items might include staffing, travel, goods and services, equipment, fees, stipends, etc.

3. Do you plan on offering incentives to youth for participating in your project? If so, how do you intend to use these incentives?

4. Provide expected budget items and costs:

Budget Item	Amount

Respond in the extra space below if needed. Please indicate the topic and question of your response.

Acknowledgements: Grant Requirements and Deliverables

I acknowledge the following:

- The information in this application is true and accurate to the best of my knowledge.
- This application does not guarantee funding and KPHD may fund my request in full, partially, or not at all.
- This application will be reviewed using the scoring criteria outlined above.
- If awarded funds, I will be required to:
 - sign a funding letter agreement with KPHD
 - provide a completed W-9 with my organization’s Taxpayer Identification Number
 - provide a report on my organization’s project in June of 2024
- KPHD is a public entity, and our work is open to the public. Certain information is exempt from public disclosure. We do not share private identifiable information.

Signature: _____

Date: _____

Submit your completed application to cdp@kitsappublichealth.org. For questions, email the above address or contact Sydney Perales at (360) 233-6948 or sydney.perales@kitsappublichealth.org.

APPENDIX 1: Definitions

Equity: The guarantee of fair treatment, advancement, opportunity, and access for all individuals.¹

Pro-social: Behavior that benefits one or more other people.²

Protective factors: Characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor's impact. Protective factors may be seen as positive countering events.²

Risk factors: Characteristics at the biological, psychological, family, community, or cultural level that are associated with a higher likelihood of negative outcomes.³

¹ <https://kitsappublichealth.org/about/equity.php>

² <https://dictionary.apa.org/prosocial>

³ <https://www.samhsa.gov/sites/default/files/20190718-samhsa-risk-protective-factors.pdf>

APPENDIX 2: Q & A

Q: Who is eligible to apply for a mini-grant?

A: We encourage all youth-serving organizations in Kitsap County to apply. This can include coalitions, Tribal organizations, and non-profits.

Q: How is the application submitted?

A: Submit applications via email to:
cdp@kitsappublichealth.org

Submit application via mail to:
ATTN: Sydney Perales
Kitsap Public Health District
345 6th St Unit 300
Bremerton, WA 98337

Applications must be postmarked or returned in-person at the KPHD front desk on the 3rd floor of the Norm Dicks Government Center by December 15th, 2023.

Q: Are digital signatures accepted on the application?

A: Yes. Applicants may sign their completed application using a digital signature.

Q: What are 'pro-social' activities?

A: Pro-social behavior is defined as behavior that benefit others. Pro-social activities involve social skill building and collaboration with peers. Research shows that youth who participate in pro-social activities are less likely to engage in substance use. Examples of pro-social activities can include, but are not limited to:

- Volunteering
- Youth voice trainings
- Engaging with decision-makers
- Art advocacy events
- Youth-led events

Q: What is the Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP)?

A: State and federal funds to regional networks and priority population networks to plan, implement, and evaluate cannabis and commercial tobacco* (including vaping products) prevention and control activities.

The impact YCCTPP hopes to make is to reduce initiation and use of cannabis and commercial tobacco by youth (ages 12-20), especially among populations most adversely affected by marijuana use throughout Washington State.

Q: What is the Olympic Prevention Partnership Regional Network?

A: The Olympic Prevention Partnership includes community organizations and individuals in Kitsap, Clallam, and Jefferson counties that recognize the importance of a collective impact for community health improvement. Our network focuses specifically on youth substance use. The network envisions an environment that supports equitable access for all youth to participate in pro-social activities that promote protective factors against substance use.

Q: Why is special consideration given to certain organizations?

A: We are giving special consideration to organizations and projects that:

- Support or work with LGBTQ+ youth, rural youth, youth in transition (foster care youth, homeless youth, etc.) and Tribal youth.
- Focus on engaging youth with state and/or local elected officials.
- Engage youth that are underserved in substance use prevention efforts.

We aim to center the voices of communities of youth that are most adversely affected by substance use throughout the Olympic Region.

Q: Why is a W-9 form required?

A: A W-9 form will provide KPHD with the necessary information, like your organization's Taxpayer Identification Number, so we are able to provide payment for the mini-grant. Any personal identifiable information provided in the W-9 form is confidential and is exempt from public disclosure.

Q: When will funds be distributed?

A: Disbursement of funds will be negotiated with KPHD following award announcements. Organizations will be required to sign a funding letter agreement acknowledging the conditions of receiving a mini-grant.

Q: What are the reporting requirements?

A: Reporting on final projects can be achieved through various methods. Written, audio, and visual reports will be accepted. Examples include podcasts, videos, slideshows, oral presentations, and written reports. A photo release form will be required for all youth who appear in photographs, video, and/or audio.