

Wood County Alcohol, Drug Addiction and Mental Health Services Board

Policy 13

SUPPORT GROUPS/MINI GRANTS POLICY

Background

The Wood County Alcohol, Drug Addiction and Mental Health Services Board's Mission Statement directly addresses community support systems and the Board's role in dedicating resources for the development of self-help groups. This same Mission Statement also addresses the Board's intent to manage its resources with a high degree of accountability.

Purpose

To administer and manage the Board's Mission Statement "to ensure comprehensive community support systems and to encourage the development of self-help groups..." in such a manner as to assure accountability and enhance Board planning.

Policy

It is the policy of the Board to make accessible both financial and human resources for self-help groups that is consistent with the Board Mission and to the extent resources are available. All applicants for Board funds are encouraged to seek alternate non-Board funding for long term projects.

The Board, through its annual allocations process, will set aside in the Board's budget funds for the purpose of community support and mini grants. The Board will authorize its Executive Director to exercise discretion over funding of these requests. The Board will limit this discretion to not exceed \$1,000.00 per request, per group, per year. The Executive Committee shall be notified of any grants at next meeting.

Groups who receive Board support will be encouraged to comply with the following reporting criteria:

- 1) Published materials, brochures, newsletters, news articles etc... should identify the Board by name as a supporter of the group and its project.
- 2) Groups, especially those who are requesting human resources or mechanical support, will be encouraged to comply with internal Board operating procedures.
- 3) A brief (one page) final report should be submitted describing the impact of the project and how Board funds were spent. Moreover, how did these Board funds make a difference for the welfare of your group or of an individual.

Responsibilities

The Board Executive Director shall review all applications for Board support (see application) and will accept or reject these projects consistent with the Board's Mission.

The Executive Director shall monitor the implementation of the supported project, and compliance with the intent of this policy.

If requested by an applicant, the Executive Director shall communicate in writing the reasons (s) for non-support to a group's request and how a group may appeal such a decision. All appeals will be directed to the Board Chairperson and to members of the Executive Committee.

The Board Executive Committee is responsible for reviewing all appeals.

Contingencies

Groups that make repeated requests and/or request for amounts which exceed the Executive Director discretionary budget limit established by the Board; will be encouraged to seek alternative funding. These alternatives could include applying to the Board for admission as a funded agency.

BOARD GRANT APPLICATION FORM

Limited grants are available to community groups and/or self-help groups for the purpose of meeting needs not otherwise financed by the Board or its funded agencies.

Applications are to be submitted to the Executive Director or the Board. Applications will be evaluated according to the projects value to the Board Mission Statement; and its compliant efforts by the funded agencies.

Name of Group:

Contact Person

Mailing Address

Phone Number

Target Population to be Addressed:

Amount Requested:

Previous Board Support:

Summary of Request: (Briefly describe the purpose of your request)

Approved by the Board July 11, 2016; resolution number FY2016-67

(Purpose/Outcomes – Goals/Objectives)

Attempts to Seek Alternate Funding:

Signature of Applicant: _____ Date: _____