



## FY2019-ANNUAL & FY2019-20 MULTI-YEAR COMMUNITY HEALTH & WELLNESS GRANT PROGRAM ELIGIBILITY GUIDELINES & RESTRICTIONS, TERMS & CONDITIONS

Grant Application Deadline: **SATURDAY, MARCH 31, 2018\*\***

**\*\*Applications must be completed and submitted, with their required documents, by 11:59 p.m. through the Foundant Online Grant Management System portal found on the Mecklenburg County ABC Board website. No hardcopy proposals or required documents will be accepted. Late proposals will not be accepted.**

If you have technical questions, **please contact via email:** Julia Paul, Community Outreach Director, at [julia.paul@meckabc.com](mailto:julia.paul@meckabc.com). For fairness to all applicants in the application process, once the application process begins on March 1st, 2018 we are unable to address your grant specific questions and we suggest that you ask someone to review your application and documentation before submission.

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### ELIGIBILITY GUIDELINES & RESTRICTIONS

- 1) Grants will be made only to non-profit, tax-exempt, charitable organizations which are exempt under Section 501(c) (3) of the Internal Revenue Code or to governmental entities such as the State of North Carolina and its agencies, municipal corporations, and political subdivisions of the State. **Note:** A fiscal agent/sponsorship arrangement will not be considered.
- 2) Funding is only available for education, prevention, treatment or research of alcohol or substance abuse (substance use disorder) per Chapter 18B-805 (h) of the North Carolina General Statutes. These guidelines will be strictly followed.
- 3) Organizations must not only demonstrate a strong case for support and ability to deliver results for the project/program they are applying for, but additionally, overall organization strength in leadership, track record and sustainability.
- 4) Organizations applying for an annual grant must have a minimum of three (3) consecutive years of demonstrated organizational growth and sustainability results and if applying for the multi-year, a minimum of five (5) consecutive years.
- 5) Funding is restricted to organizations located in and serving residents of Mecklenburg County.
- 6) Grants can be made for a one-time project or on-going program.
- 7) Applicants may attend a free pre-grant workshop. The purpose of the workshop is to clarify the requirements of Section 18B-805 (h) of the North Carolina General Statutes, to provide an overview of the online application process, and to discuss the overall grant process and reporting requirements. The workshop will be held **Friday, March 9, 2018 from 1:00 p.m. until 2:30 p.m.** at the Mecklenburg County ABC Board Headquarters Building located at 3333 North Tryon Street, Charlotte, NC 28206. Due to limited seating, the maximum number of attendees that may register is two (2) per organization. To register, email Danielle Smith: [dsmith@meckabc.com](mailto:dsmith@meckabc.com) your organization's name, all names, phone and email contacts for each person attending.
- 8) Only those qualifying organizations that move to the final evaluation stage will be contacted for a required site visit with their Executive and key project/program staff.

- 9) All organizations awarded a grant must attend an additional grant management workshop to be scheduled in June, 2018.
- 10) All grant recipients will be required to adhere to these Eligibility Guidelines & Restrictions, Terms & Conditions and signed grant contract.
- 11) Organizations that do not meet grant contract compliance, reporting and evaluation guidelines, terms and conditions may be excluded from consideration for future funding.
- 12) It is incumbent upon the organization and staff to manage the grant effectively, including program management and have adequate accounting practices and systems in place.
- 13) Organizations awarded a grant must designate one person who will be ultimately be responsible for communicating with Mecklenburg County ABC Board staff regarding any changes outlined under the Grant Agreement Changes/Budget Variance Requests or resolving issues that arise in the administration of the grant.
- 14) Quarterly written goal reports must be submitted at designated times. Failure to meet the report deadlines may disqualify the organization from future ABC funding. Other periodic requests for information may be made during the grant year. Reporting requirements will be discussed in detail with awarded organizations at the June, 2018 meeting.
- 15) Annual grants are awarded in any amount up to \$100,000 at the discretion of the Board of Directors.
- 16) Multi-year grants are awarded in any amount up to \$200,000 at the discretion of the Board of Directors. The *FY 2019-2020 Multi-year Community Health & Wellness Grant Program* is targeted to project/programs that are **new, innovative, or demonstrate a significant enhancement to existing projects/programs.** Strong consideration will be given to those approaches that are evidence-based and have the greatest opportunity for impact.
- 17) The Mecklenburg County ABC Board grant is a reimbursement program. Funds will only be provided to the Grantee for a completed program or activity or completed portions of programs and activities after the organization has submitted sufficient and approved documentation to verify service delivery and expenses. Grant payments will be made to reimburse organizations for expenditures or pay invoices from subcontractors for services rendered. Grants are not awarded in a lump sum payment.
- 18) Reimbursements can be applied to services rendered beginning July 1, 2018. All grant money must be spent or encumbered to the awarded project/program prior to June 30, 2019 for Annual grants and June 30, 2020 for Multi-year grants. Funds not returned to the organization or encumbered to the project/program by June 30 of the designated grant termination year will be retained by the ABC Board.
- 19) Site visits during the funding cycle will be conducted by representatives (including Directors) of the ABC Board.
- 20) All applicants will be notified in writing of their application status by May 31, 2018.

**Grant Review Process-** The proposals will be evaluated on how strongly they address one or more of the areas of research, education, prevention or treatment of alcohol or substance abuse (substance use disorder) per Chapter 18B-805 (h) of the North Carolina General Statutes. Evaluations will additionally focus on the organization's executive leadership, program and/or service delivery capability and sustainability. A review committee of four will make recommendations to the Board of Directors who will in turn make the awards.

This year, to ensure that the ABC Board reaches a broader community grant funding reach, additional consideration will be given to proposals that demonstrate:

- Their projects/programs lead to the health and wellness of Mecklenburg County citizens
- Inclusion of one or more of the following underserved populations: adolescents/youth/young adults, limited English proficiency, people experiencing poverty and/or homelessness, survivors of violence, ethnic and racial minorities, women, people with AIDs, LGBTQ, people with disabilities, primary diagnosis of mental illness with co-occurring substance abuse (substance use disorder), military service members and/or veterans, and current and formerly incarcerated individuals. By no means are these the only need areas, just those which have been identified that will further diversify the ABC Board's grant program community reach
- An organization is innovatively leveraging resources and creating or expanding collaborative partnerships that will lead to real improvement, expansion, or preservation of the project/program

### **TERMS & CONDITIONS**

**Human Interest Stories of Progress, Success & Hope-** As a condition of the grant award, and to celebrate the positive impact the Grantee programs and services have on our community, Grantees are requested to provide (2) human interest stories with photographs (media release signed). Stories should be about clients that have benefited from the grant award project/program. Stories and photos will be due with Q2 and Q4 reports and should be emailed to the Community Outreach Director. Stories should be no longer than one 8 ½ by 11 page and in WORD format. Stories will be published on Mecklenburg County Alcoholic Beverage Control Board's website, newsletters and/or social media. Photo file formats acceptable are: JPG, GIF and PNG.

**Grant Recognition Guidelines and Requirements Policy-** All Mecklenburg County Alcoholic Beverage Control Board Community Health & Wellness Grant Program Grantees are requested to provide recognition for projects/programs funded by the ABC Board. Types of recognition may include, but are not limited to:

1) *Publications:*

- Newsletters
- Pamphlets/brochures
- Annual Reports
- Workshop literature
- Handouts
- Flyers

2) *Social Media- Facebook, Twitter, Pinterest, etc.*

3) *News Releases:* Draft news releases should be forwarded to Julia Paul, Community Outreach Director, for final approval ([julia.paul@meckabc.com](mailto:julia.paul@meckabc.com)) at least five (5) business days before publication. News releases may also be submitted to local media by the ABC Board.

4) Websites:

- **Mecklenburg County Alcoholic Beverage Control Board** invites Grantees to link our website as a funder/partner on their website and electronically link the Board's website as a part of any electronic recognition ([www.meckabc.com](http://www.meckabc.com))
- The Mecklenburg County Alcoholic Beverage Control Board logo is available in a JPG file format for recognition and promotional purposes. Please contact Julia Paul via email at [julia.paul@meckabc.com](mailto:julia.paul@meckabc.com) for the logo.
- Example of appropriate recognition language:

***"This project/program was made possible, in part, through a grant provided by the Mecklenburg County Alcoholic Beverage Control Board Community Health & Wellness Grant Program."***

- The Board's name should be listed as: **Mecklenburg County ABC Board.**
- The following statement can be used as general information regarding the community program:

***"The Mecklenburg Alcoholic Beverage Control Community Health & Wellness Grant Program enhances the well-being of area residents by awarding funds to 501 (c)(3) designated organizations that provide programs and services which specifically focus on substance abuse (substance use disorder) prevention, education, treatment and research. Since 1996, the grant program, through a statutory distribution under Alcohol Education, has returned millions from the sales of distilled spirits back into our community to support these programs and services. To learn more about the Mecklenburg County Alcoholic Beverage Control Board Community Health & Wellness Grant Program, visit [www.meckabc.com](http://www.meckabc.com).***

### **Grant Use of Funds/Monitoring-Terms & Conditions**

These are terms & conditions related to use of grant funds, grant disbursement, monitoring and accounting.

**Use of Grant Funds** – Grant funds from The Mecklenburg Alcoholic Beverage Control Community Health & Wellness Grant Program can be expended only for the project/program activities and expenses set forth in your funding request/application. Alternate use of grant funds is permissible only if the Grantee has first contacted the ABC Board to propose such changes, and subsequently received ABC Board approval, in writing, to proceed with the authorized changes prior to expending costs. Note: These Terms and Conditions are agreed to in the Signed Approval Letter and are thus a legal contract. Failure to adhere to them may result in returning a portion or the entire grant and could impact eligibility for future grant funding.

**Prohibited Activities** – No part of these grant funds may be used to attempt to influence legislation or to participate or intervene in any political campaign on behalf of or in opposition to any candidate for political office. Activities may not be restricted to members of a particular faith community or promote a specific religious doctrine.

**Grant Disbursement** – The Grantee agrees to use the funds appropriated by the ABC Board in the manner and for the purposes as stated in its Grant Application submitted to the ABC Board. The ABC Board Grant is disbursed through a reimbursement program which will only provide funds to the Grantee for a completed program or activity or completed portions of programs or activities after the organization has submitted acceptable, clear, and sufficient documents to verify expenses. Lack of acceptable documentation may result in denial of payment.

**Grantee Monitoring** – The ABC Board, may, at its expense, monitor and conduct an evaluation of operations under this grant, which may include visits by representatives of the ABC Board to observe the Grantee's program procedures and operations and to discuss the program with Grantee's personnel.

**Accounting and Financial Review** – A complete and accurate record of the funds received and expenses incurred under this grant must be made by the Grantee. The ABC Board may, at its own expense, and with reasonable notice to the Grantee, audit or have audited the records of the Grantee insofar as they relate to the activities funded by this grant.

### **Grant Agreement Changes/Budget Variance Requests**

It is important that your organization's grant management team is equipped to meet unexpected challenges along the way of the project/program implementation. We understand changes may need to be made in order to keep your project/program on course to meet progress and/or outcome measures. A total of four (4) change requests will be allowed and must be made prior to the beginning of the fourth (4<sup>th</sup>) quarter. No budget revisions will be considered within 90-days of the grant funding end-date. Please use your 2<sup>nd</sup> and 3<sup>rd</sup> quarter report periods to anticipate any budgetary changes. This is the time to request a variance, or as soon as you become aware of any need for one. Terms and conditions related to changes to the grant application agreement program scope of work, budget or organizational status are below.

The Grantee is required to alert the ABC Board in writing of any significant change to the organization, or to the project/program, that could impede its ability to undertake the activities or achieve the goals outlined in the grant application. Such changes could include alterations to Grantee's budget, staffing, funding from other sources, changes to consultants/contractors or relationships with other organizations, etc. If there is any doubt about the importance of a change, the ABC Board should be consulted.

**Change Requests-Scope of Work/Personnel-** When circumstances deem it necessary to change the scope of work within the project/program such as activities, deliverables, person of influence for the delivery of the scope of work, or grant contact, these changes must still meet funding requirements in accordance with Chapter 18B-805 (h) of the North Carolina General Statutes focused on education, prevention, treatment or research of alcohol or substance abuse (substance use disorder).

Request for changes to this agreement may result in a contract amendment; please submit the request in writing or via email to the Community Outreach Director describing the change in scope and an updated Project/Program Work Plan and budget if necessary. If it is deemed that the change in scope is significant, then please be prepared to submit additional documentation signed by the governing board chairperson and organization's primary contact. This request is not final without written approval from the Mecklenburg County Alcoholic Beverage Control Board. After review, and if approved, the Community Outreach Director will provide notification in writing or via email. This will include instructions to mail the approved, revised Project/Program Work Plan with the Executive Director's signature of agreement to the revisions. All requests must have approval prior to submitting request for payment. Requests can take up to 30 days for the ABC Board to review and make a determination.

Please note that an amendment to the project/program Scope of Work, which reduces the total work to be completed in the project/program, may result in an adjustment in funding or budget revision. Scope of work revisions (which do not require a budget variance) will not be considered within 90-days of the grant funding end-date. Any change requests to scope of work that require a budget variance must follow the guidelines in Changes in Use of Grant Funds Variance Requirements.

**Changes in Use of Grants Funds Variance Requirements**—Budget revisions, of any kind, including but not limited to changes to the allocation of funds or change to line items that shift funds, are highly scrutinized for adherence to the grant project/program progress and/or outcomes in the application and the impact on the population served.

Request for changes to this agreement may result in a contract amendment. Please submit the request in writing or via email to the Community Outreach Director describing the change in scope, an updated Work Plan/Logic Model and include a revised budget form and budget narrative describing the need for and details about the anticipated change to allocation of funds requested from the ABC Board.

If it is deemed that the change in scope is significant, then please be prepared to submit additional documentation signed by the governing board chairperson and organization's primary contact. This request is not final without written approval from the Mecklenburg County Alcoholic Beverage Control Board. After review, and if approved, the Community Outreach Director will provide notification in writing or via email. This will include instructions to mail the approved, revised grant and revised budget with the Executive Director's signature of agreement to the revisions. Please note that any changes made by the grantee during this review period could result in a return of funds if the change is not approved by the ABC Board. All requests must have approval prior to submitting request for payment. Requests can take up to 30 days for the ABC Board to review and make a determination.

**Change in Tax Exempt Status** – Should the Grantee receive notice of a change in its tax-exempt status from the Internal Revenue Service (loss of Section 501(c) (3) status), or if the purpose and mission of the Grantee organization substantially changes, the Grantee must notify the ABC Board within ten (10) calendar days of such change. In the event Grantee's tax-exempt status is revoked, expenditures of grant funds must cease immediately and all unspent funds must be returned to the ABC Board.

**Termination of Grant** – The ABC Board reserves the right to terminate this agreement if, in its sole discretion, the ABC Board determines that the Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has done anything inconsistent with its application or with the terms and conditions. The ABC Board shall be entitled to a return of any misappropriated funds. A declaration of bankruptcy by your organization will automatically terminate the grant.

## **Statement of Understanding**

**To be signed by the CEO or Executive Director**

**(This page to be downloaded, signed and uploaded in grant application where document required)**

I, \_\_\_\_\_, hereby acknowledge and:

Print Full Name and Title

confirm that I have received, read and understood the above ELIGIBILITY GUIDELINES & RESTRICTIONS, TERMS & CONDITIONS associated with the Mecklenburg County ABC Board grants and agree to conduct my grant activities in accordance with the Mecklenburg County ABC Board's requirements should our organization be awarded. Furthermore, I understand that violating these standards may result in suspension of grant funds or termination of the grant altogether for our organization.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_