

## OVERVIEW

### **Program Description**

The Substance Abuse Prevention Mill Levy (SAP ML) was [approved by Missoula voters in 2008](#) for the purpose of supporting prevention programs in Missoula County that help grow healthy youth and families and reduce the negative consequences and high costs of substance abuse.

### **Eligibility**

Eligible entities are 501(c)3 nonprofit organizations or governmental agencies that provide underage substance abuse prevention services in Missoula County in one or more of the following ways:

- Maintain a coalition that coordinates substance abuse prevention efforts;
- Provide community education about the risks and costs of abusing alcohol, tobacco, and other drugs;
- Offer supervised non-school hour activities that give young people alternatives to drug use and opportunities for positive youth development; or
- Provide early intervention to help youth and families address alcohol, tobacco, and other drug problems.

### **Program Period**

Fiscal Year 2026: July 1, 2025, to June 30, 2026.

### **Funding**

A total of \$368,920 is available each year through the permanent levy.

### **Submission**

Apply online through the Missoula County Grant Portal at <http://missoula.co/grantportal>. New applicants/users will need to create an account. The grant portal will be used for grant communication and submitting progress and financial reports.

### **Application Deadline**

**All application materials are due by 5 p.m. Mountain Time on Friday, May 9, 2025.** Late and/or incomplete applications will not be accepted.

### **Applicant Tutorial Resource**

To familiarize yourself with the Missoula County Grant Portal, review the Applicant Tutorial resource page at <https://support.foundant.com/hc/en-us/articles/4479853059991>. This is a generic tutorial that provides a basic overview of how to create an account, apply for a grant, understand the dashboard, and additional information about the grant portal to help applicants successfully navigate the process.

### **Missoula County Contact**

If you have questions about the Substance Abuse Prevention Mill Levy grant opportunity, contact the Grants & Community Resources Department at [grants@missoulacounty.us](mailto:grants@missoulacounty.us).

## APPLICATION COMPONENTS

Applications must be submitted online through the Missoula County Grant Portal at <http://missoula.co/grantportal>. Applicants have the option of saving their work and returning to the application to complete it later. It is recommended that the application components be completed in a separate Word document and copied/pasted into the application. Pay attention to the character limit in each section.

Please read the instructions and guidelines in this NOFA and throughout the online system. Pay attention to the points associated with each component. The review committee scores applications based on these points and how well the applicant answers the questions.

**NOTE:** Completeness and accuracy of application, as well as grantees past performance, will be taken into consideration during the review committee (e.g., missed reporting deadlines, poor quality Financial or Progress Reports).

The following application sections are scored and will impact the review committee's funding recommendations:

### **Executive Summary (5 points; 3,000 character limit with spaces)**

Summarize the program for which you are seeking funds. Be concise, but make sure the content can stand on its own if it were to be separated from the rest of the application. Briefly state the problem or need and explain how your proposed program will meet the need. Use specific action items and outcomes. Be clear who will be implementing the program, who the beneficiaries are, and what is to be accomplished.

### **Program Need (15 points; 6,000 character limit with spaces)**

What substance abuse prevention need does your program address in Missoula County? Provide information on the specific population the program serves and describe how your program meets their needs.

### **Program Detail (10 points; 6,000 character limit with spaces)**

Which risk and/or protective factors does your program target? Explain specifically and describe the components of the best practice your program is using. Describe in detail how you maintain fidelity to that best practice. If you are not using a best practice, cite research upon which you based each of your program's activities. In addition to the [Montana Needs Prevention Survey](#) administered by the schools, how is the progress of your program assessed?

### **Program Reach (5 points; 2,000 character limit with spaces)**

Approximately, how many unduplicated participants will your program serve between July 1, 2024, and June 30, 2025? If applicable, indicate the staff to participant ratio and how it is linked to program success.

### **Capacity (10 points; 2,000 character limit with spaces)**

Describe your organization's capacity, including experience and expertise of staff, for implementing the proposed program.

**Partnerships (5 points; 2,000 character limit with spaces)**

List all organizations your agency has collaborated with on this program and describe each collaboration. If new collaborations will be formed, provide a detailed explanation of the involved parties and the intended outcomes. How does your organization ensure there is no duplication of effort?

**Program Evaluation (5 points; 2,000 character limit with spaces)**

In what ways does your organization engage with individuals who have used your services? How does this inform program changes? Be specific and provide examples.

**Workplan (20 points)**

Provide a workplan that includes the goal(s), objective(s), action steps/activities, responsible party who will carry out the activity, and timeframe during which the proposed SAP ML funded activities will take place. Provide no more than three goals and a maximum of three objectives per goal. If you are a successful candidate and are awarded funding, you will report on these goals, objectives, and activities on each quarterly progress report.

**Budget Detail Worksheet (10 points; upload file)**

Download the [Budget Detail Worksheet template](#) from the grant portal. The Excel worksheet must be completed and uploaded into the application. Revenue sources and direct program costs must be provided for the proposed program. Administrative fees are not eligible expenses.

**Budget Narrative (15 points)**

The Budget Narrative explains and justifies each line item in the Program Cost section of the Budget Detail Worksheet. For each budget item covered by SAP ML funds, provide a detailed description of the expenses. Explain other funding sources you are planning to use during fiscal year 2025 for this program.

**Attachments (required; no points)**

Attach the following two documents:

- **Organizational chart**
- **Certificate of Insurance ([see example](#))** with a minimum \$1 million per occurrence and \$2 million in the aggregate for general liability coverage plus workers compensation as required by state law. If automobiles are used in carrying out the service provided under contract, \$500,000 in auto liability is required. Missoula County must be an Additional Insured and a Certificate Holder (Missoula County; 200 W. Broadway; Missoula, MT 59802).

**Supplemental Questions (required; no points)**

*Your answers in this section have no impact upon the review of your application, but the information provided may help us better understand the evolving grant landscape and identify future funding gaps.*

Does your organization anticipate a reduction in federal funding in the next fiscal year (July 1, 2025 – June 30, 2026)? Yes or No

If yes, please provide detail about the projected loss in revenue (as a percentage) and identify the programs that might be impacted.

**Previous SAP ML Funding (no points; 3,000 character limit with spaces for each bullet point)**

Prior year SAP ML grantees will be required to:

- explain how SAP ML funds have positively affected your program and what the effect of partial or no county funding would have on the program;
- provide one programmatic success and the impact it had for preventing substance use among Missoula County youth;
- describe any barriers the program may have encountered, how they were addressed, and what your organization learned from them;
- demonstrate that at least one organization representative attended a minimum of six Healthy Missoula Youth (HMY) coalition meetings and two Missoula County-sponsored substance abuse prevention (SAP) training sessions during FY24. Dates for all MHY meetings and SAP trainings attended, along with the name of the agency representative in attendance are required; and,
- if applicable, explain why you are asking for an increase in funding.

## **TIMELINE**

The following is a general and preliminary timeline of activities associated with the submission, review, and award process.

Notice of Funding Availability (NOFA) release	April 1, 2025
Application deadline	<b>5 p.m. May 9, 2025</b>
Staff notifies applicants of tentative SAP Mill Levy award amounts	Early July 2025
Board of County Commissioners approves final county budget, including SAP Mill Levy award amounts	September 2025
Staff notifies applicants of final award amount, contracting process begins	September 2025
Quarter One funding distributed to recipients	November 2025