ORANGE COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD

Grant Application Guidelines

Grant Application Submission Date is the last day of March of the submission year

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GRANT ELIGIBILITY AND RESTRICTIONS: Eligibility requirements and restrictions are as follows:

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 sub-divisions of the state.
2. Funding is available for (and restricted to) "the treatment of alcoholism or substance abuse, or for research or education on alcohol or substance abuse", per Chapter 18B-805 (h) of the North Carolina General Statutes. Adherence to these guidelines will be strictly enforced.
3. Funding is restricted to programs that provide services primarily to those residents of Orange County (NC).
4. Grant requests may be made for a single/one-time project or an on-going one.
5. All grant recipients are required to adhere to the terms and scope of the project as outlined in the application provided to and approved by the Board. Failure to do so may adversely affect the distribution of current grant monies and consideration for future funding.
6. Applicants must provide the Board a copy of their most recent audited financial statement.
7. There are no maximum amounts set for grant requests. However, the total amount disbursed will be entirely at the discretion of the Board, based on statutory distribution requirements and the consideration of revenue available for distributions. The Board unconditionally reserves the right to modify and/or postpone the issuance of distributions, should adverse financial conditions (or other considerations) warrant.
8. Grants payments will be issued quarterly and may be used for the purposes outlined in the grant application. Payments are made voluntarily by the Board and no invoicing by the grantee is necessary.
9. Applicants will be notified of grant awards in writing by July 15th. Any funding limitations or restrictions imposed by the Board will be noted in the grant approval letter. All grant monies must be spent within the fiscal period defined in the approval letter.
10. Annual evaluation report forms must be submitted at the conclusion of the grant cycle (due August 15th). Failure to meet reporting deadlines may disqualify the organization from future funding consideration.
11. Grantees are required to appear by invitation at a winter Board meeting (usually February/March) to provide a mid-year accounting of the award funding used to date.
12. Documentation supporting the usage of grant funding should be maintained in-house by the grant recipient. This documentation is not required to be submitted to the Board to receive a quarterly payment. However, the Board may ask to see this supporting documentation at any time for any reason, should the Board deem it necessary. The grantee is expected to comply with the Board's request. Failure to do so may impede the distribution of current grant funds and disqualify the grantee from consideration for future funding.
13. Agencies that do not meet performance, reporting and evaluation requirements may have current grants curtailed or postponed and be excluded from consideration for future funding.

ORGANIZATIONAL INFORMATION

Organization Name: _____

Address: _____

City: _____State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Website Address: _____

Contact Person and Title: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Name and Title of CEO / Director (if different from contact person)

_____

Brief Statement about Organization History and Mission:

PROPOSAL INFORMATION:

Please circle one: New project On-going project

Grant request amount: $_____ Total Project Budget: $_____

Brief Summary of Project:

Names of collaborative Partners/Organizations:

Signature of CEO/Director: _____ Date: _____

GRANT APPLICATION GUIDELINES

INSTRUCTIONS: Use the following outline as a guide to complete your proposal submission.

SECTION A: General Document Guidelines

1. Use 12-point font, single spaced.
2. Please answer all questions thoroughly but concisely as possible.
3. Overall length must not exceed 10 pages (excluding budget and letters of support).

SECTION B: Case for Support

1. What needs specific to the "treatment of alcoholism or substance abuse, or research or alcohol education on alcohol or substance abuse" will this project address?
2. What strategies for treatment might be initiated in response to these needs?
3. How will these strategies be implemented and delivered to those affected and/or in need?
4. What demographic/population is this project designed to serve?
5. How many individuals are expected to be impacted by the support of ABC grant funds?
6. Why and how is this target population at risk to alcohol or substance abuse?
7. How will the identified target population benefit from this project?
8. What other organizations will be involved in this project?

SECTION C : Project Time Line

1. Provide a timeline to demonstrate how this project will be implemented. The timeline should detail specific steps and outline the involvement and duties of key staff and volunteer involvement and collaborative partners.
2. Provide names and qualifications of key staff/volunteers and collaborative partners.

SECTION D: Evaluation

1. What methods will you use to evaluate the project's impact on alcoholism and substance abuse and how will the impact be quantified and measured? Objectives to be measured should include but not be limited to:
    - Goals
    - Strategies for success
    - Measurement tools used
    - Determinations of success

SECTION E: Project Sustainability

1. Describe the effectiveness of the project in the present and discuss its future viability.
2. How might your organization support this project if it is to continue in the future?
3. What additional resources might be needed to support future funding of the project?

SECTION F: Required Budget Document - Complete the Orange County ABC Grant Budget form (Word or Excel version).

SECTION G: Required Supporting Documents

1. Fiscal year budget for the organization (for the period of the grant request)
2. Most recent audited financial statements (completed within the last two years)
3. Letter indicating 501 (c)(3) tax exempt status and any application modifications
4. List organization's Board of Directors (include occupation, community affiliations, board duties/responsibilities and compensation).
5. Three letters of support

APPLICATIONS SHOULD BE SUMBITTED BY EMAIL TO:

admin@orangeabc.com

In the event electronic submission is not possible,
a completed application (and supporting documentation) should be mailed to:

Orange County ABC Board
601 Valley Forge Road Hillsborough, NC 27278

ALL APPLICATIONS MUST BE RECEIVED BY THE SUBMISSION DEADLINE.

Questions? Please contact: admin@orangeabc.com or 919-732-3432 ext.107.

Orange County ABC Board Grant Request Budget Detail
FY 2027-2028

Organization: _____

Date parameters of project applied for: _____ to _____

Proposed annual budget for project applied for: _____

Personnel Expenses (by position)	*Hourly Rate*	*Hours monthly*	*Total months*		*Total*
Salaries & Wages (names/titles)					
			12		$0
			12		$0
			12		$0
			12		$0
			12		$0
Contractual, Sub-Contractor & Consultant (name/duties)				**Contract amount**	
					$0
					$0
Total personnel expenses					$0

Operational Expenses (by item)	*Projected annual expense*	
Printing		
		$0
		$0
Supplies		
		$0
		$0
		$0
Postage		
		$0
		$0
		$0
Technology		
		$0
		$0
		$0
Educational Materials		
		$0
		$0
		$0

Conferences/Meetings		
		$0
		$0
Travel		
		$0
		$0
Client/ Patient per Diem		
		$0
		$0
		$0
Other expenses		
		$0
		$0
Total operational expenses		**$0**

Total Grant Request/Budget **$0**

Notes: