

GILLETTE GREAT STARTS GRANTS 2024



in collaboration with

SOUTH BOSTON ASSOCIATION OF NON-PROFITS (SBANP) REQUEST FOR PROPOSALS (RFP) Application Cover Sheet

NAME OF ORGANIZATION: _____

ORGANIZATION EXECUTIVE DIRECTOR: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE: _____ FAX: _____

AMOUNT REQUESTED:

TYPE OF PROGRAM (select only one)

_____ **Treatment Program** _____ **Prevention**

PROPOSAL SUBMITTED BY:

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

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REQUEST FOR PROPOSALS (RFP)

INTRODUCTION

Background

The South Boston Association of Non-Profits (SBANP) was established in 2000 to bring together South Boston agencies and organizations to proactively assess needs within the community, share information, strengthen services and, as necessary, provide a collective voice for South Boston organizations. On May 25, 2004, the South Boston Association of Non-Profits, Inc. filed with the Massachusetts Secretary of State for Incorporation. SBANP, Inc. is an incorporated non-profit organization with an active Board of Directors.

Since its inception, SBANP initiatives have included programs addressing issues of education, health, substance abuse, housing, and human services. The sharing of information has allowed organizations to connect with programs and services that assist individual organizations. SBANP encourages all organizations large and small to join the Association to participate and learn of the many opportunities and services available to your organization.

The mission of SBANP is *to inspire a collective and powerful voice among the leadership of South Boston's non-profits to influence change and build a healthier community for all of our residents and neighbors.*

SCOPE OF PROBLEM

South Boston has been disproportionately afflicted with the problem of addiction and substance abuse. The Boston Public Health Commission's "Health of Boston 2016-2017" report states that **South Boston has higher than the City-wide rates of the following:**

- **Binge Drinking:** 39.8 per 100,000 vs. 24.8 city-wide.
- **Substance Misuse Mortality:** 45.8 per 100,000 vs. 32.6 citywide
- **Unintentional Opioid Overdose Mortality Rate:** 18.8 per 100,000 vs. 17.4 city-wide

Substance abuse is clearly among the costliest health problems in the United States. Among national estimates of the costs of illness for 33 diseases and conditions, alcohol ranked second, tobacco ranked sixth, and drug disorders ranked seventh (National Institutes of Health [NIH], 2000). This report shows that programs designed to prevent substance abuse can reduce these costs.

According to the National Institute on Drug Abuse website, sometimes family situations heighten a child's risk for later drug abuse when there is a lack of attachment and nurturing by parents or caregivers and/or ineffective parenting.

Untreated, addiction quickly leads to public health and safety concerns, which affect us all. Efforts to intervene require a range of approaches, from the individual to the community and should represent the continuum of interventions from prevention to treatment.

GRANT AWARD

On March 24, 2005, the Gillette Company provided a three-year grant, totaling \$525,000, to help address the drug problem in South Boston. Procter and Gamble/Gillette renewed the grant again in 2007 and 2011, for a total commitment of \$1,550,000. In 2013, P&G/Gillette renewed this grant for \$400,000. In 2019, P&G/Gillette committed to two years of funding at \$125,000 per year. This year, P&G/Gillette has again committed \$125,000 for two years. The South Boston Association of Non-Profits has created a structure and process that will fairly and equitably distribute the funds to the South Boston community to provide the biggest impact. The process is designed to be thorough, fair, and transparent. Grant readers will review and assess grant applications. Funding is available to support substance abuse treatment and prevention programs in South Boston. Funds cannot be used for costs incurred prior to an award letter/contract being issued.

GENERAL GRANT INFORMATION

- Respondents should frame proposals within a prevention/treatment context.
- Prevention respondents are encouraged to link to <http://www.whitehousedrugpolicy.gov/prevent/practice.html> and align your program design with the “Prevention and Early Intervention” developed by the Office of National Drug Control Policy.
- Treatment respondents are encouraged to link to the National Institute on Drug Abuse website and refer to “Substance Use Disorder Treatment.”

The following links may provide guidance in preparing your proposal:

<http://www.samhsa.gov/find-help/prevention/>

<https://guideinc.org/resources>

<https://www.samhsa.gov/resource-search/ebp>

Agencies and organizations located in South Boston and serving South Boston residents are eligible to apply. Grants are for one year and will be distributed as follows:

- 9 grants of up to \$13,200.
- Grants are available to support new or existing programs.
- Collaborative proposals involving more than one partner that integrate, coordinate, and link services in new, creative, and effective ways are encouraged.
- Grant awardees are required to submit final reports, as well as participate in grant-sponsored activities.
- Agencies previously awarded funds will be required to submit their final reports in order for their funds to be disbursed.

- When advertising or promoting programming, grant awardees must acknowledge the Gillette Great Starts Grants and South Boston Association of Non-Profits partnership.
- Funds cannot be used to support capital (new construction or renovation) costs.
- Administrative fees cannot exceed 10% of the total grant. Examples of administrative costs include: utilities, access to space, rent, administrative oversight.

ELIGIBLE APPLICANTS

Providers must meet each of the following criteria:

- Be a non-profit 501(c)(3) organization (copy of tax-exempt certificate must be provided).
- Providers of service who are not 501(c)(3) organizations may collaborate with non-profit organizations as the fiscal/administrative agent. Signed Memorandum of Agreements are required.
- Demonstrate evidence of insurance prior to award of funds. The Certificate of Insurance is **not** required at the time of application.
- **Be a member of the South Boston Association of Non-Profits (\$100 fee paid in full).**
- If the agency received a Gillette Great Starts Grant last year, a Final Report must be submitted with this grant application in order to be eligible for FY25 funding.

FUNDING TIME FRAME

Funding supports programs that are implemented in Fiscal Year 2025, July 1, 2024-June 30, 2025). The RFP Package will be emailed to all general members of SBANP and can be picked up at South Boston Neighborhood Development Corporation, 273 D Street, South Boston. The RFP will also be available on www.sbanp.org.

FY 2025 Grants

- Proposal Deadline: **Friday, May 30, 2024, 5:00 p.m. by email to: donna.brown@sbndc.org**
- Grant decisions from the outside readers: June 21, 2024
- Potential Event with Gillette – To be scheduled
- Final Report for this funding round: Due June 30, 2025

SUBMISSION REQUIREMENTS

Submit one email application, including program budgets and proof of non-profit 501(c)(3) status or memorandum of understanding for groups utilizing a fiscal agent.

For more information, please contact Donna Brown, 617-268-9610, donna.brown@sbndc.org.

PROGRAM ELEMENTS

The SBANP defines prevention as: *“an active process of creating conditions and fostering community and personal attributes which promote the well-being of people”* (William Lofquist).

The SBANP defines treatment as: *“approaches which are scientifically based to alter a person’s behaviors in relation to their drug use”* (NIDA). Elements include, typically, a combination of behavior therapy and medication or combination.

The following elements must be incorporated into the proposal:

- Identify selected activities to develop or continue to develop your group’s capacity to address drug prevention/intervention in South Boston.
- Develop work plan that sets reasonable objectives within the funding period.
- Work plans that relate to drug prevention need to incorporate statistical information demonstrating impacts that stated programming can achieve.
- Work plans must demonstrate staffing capacity to achieve objectives within the funding period.
- Respondents are required to frame proposals within a treatment or prevention context.
- “Prevention and Early Intervention” developed by the Office of National Drug Control Policy.
- Treatment respondents are encouraged to link to the National Institute on Drug Abuse website and refer to “Substance Use Disorder Treatment.”
- <https://www.whitehouse.gov/wp-content/uploads/2022/04-National-Drug-Control-2022Strategy.pdf>

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GRANT APPLICATION

1. Agency Overview (1 page maximum) – 5 points
 - Provide a brief history of the agency.
 - Provide agency’s expertise and experience in dealing with substance use prevention/treatment.
2. Problem Statement (1 page maximum) – 10 points
 - Provide a brief description of how your program addresses the problem of substance abuse in South Boston.
3. Project Objectives and Activities (2-3 pages maximum) – 35 points
 - State the project’s principal objectives.
 - Explain who the project will help and how.
 - Describe the project’s main activities, components, approach, and rationale.
 - How does the project link with the principles of substance abuse prevention and treatment?
 - How does the project impact the community?
 - How will the community be informed/involved with the project?
4. Deliverables, Outcomes, and Program Evaluation Measure (1-2 pages maximum) – 40 points
 - Describe the project’s deliverables and expected outcomes.
 - What constitutes success and how will it be measured? (Provide three quantitative measures that you would report to us.)
 - How does the project relate to Non-Profit Association’s mission?
5. Timeline (Please attach) – 5 points
 - Provide an estimated timeline for the project’s milestones (including community objectives).
6. Budget (Attach Budget page) – 5 points
 - Estimate project costs and attach itemized budget page and narrative.
 - If applicable, describe how you would sustain the project after the grant.
 - Administrative fees cannot exceed 10% of the total grant. Examples of administrative fees include: utilities, access to space, rent, administrative oversight.
 - Work plan budgets for full proposals cannot exceed greater than 15% of the agency’s annual overall operating budget.

Proposal Review Process

Composition of the Ad Hoc Proposal Review Committee (must be “non-applicants”):

1. A representative of Gillette will be offered the opportunity to sit on the review committee
2. Three current or former SBANP members
3. Substance Abuse Prevention/Treatment expert
4. SBANP board member

Process

The Review Committee Members will analyze the proposals using a rating scale and a financial/organizational capacity assessment worksheet. The Committee will forward their results to Donna Brown at South Boston Neighborhood Development Corporation. The Committee is asked to individually complete rating sheets and rank their recommendations.

The Finance/Grant Review Committee reviews and integrates the recommendations and answers any questions generated by members of the Review Committee. The Finance/Grant Review Committee forwards the integrated, final recommendation, as a complete slate, to the SBANP Executive Committee and then to the SBANP Board for endorsement. Final recommendations are presented to the general membership of SBANP. Final awards will be published in the local social media outlets.

Miscellaneous Points:

- SBANP Board members must abstain from voting on their own agency’s proposal and that of an agency of which they are a board member.
- Endorsement consists of a simple majority.
- Board voting is open (no secret ballots).
- We are seeking applicants in the prevention and treatment fields who will apply for a 2-year grant of up to \$13,200 each year. Up to nine grants will be awarded.

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**Final Report for All Proposals
Due on Friday, May 30, 2024
(3 page maximum)**

Please complete the following:

1. Describe final outcomes against what you proposed. Please be specific in listing your measurements.
2. List any anticipated or unanticipated challenges that you met and how you addressed them.
3. List successful collaborations and partnerships that were developed since the initiation of this project.
4. Describe highlights and successes of your project.
5. Describe the impact your project has had on the South Boston community.
6. Attach an income and expense statement for your program.