

# MINI-GRANT PROGRAM

## 2023 Application

With this submission, the organization affirms that the facts set forth in this application are true and complete. Any false statements, omissions, or other misrepresentations on this application may result in funding refusal. See Mini-Grant Program Guidelines at [adamhfranklin.org/mini-grants](http://adamhfranklin.org/mini-grants). Application materials are due the first Wednesday of each month **at least 60 days prior to the program** or event start date and should be submitted to [mini-grants@adamhfranklin.org](mailto:mini-grants@adamhfranklin.org). Please refer to Mini-Grant Program Guidelines when completing application.

### Part 1 – Overview

- 1. Applicant Information** (Applicant must be a registered 501c3 organization. Applications will no longer be accepted from organizations without a 501c3 designation.)

Organization	
Address *	
City	
State	
Zip code	
Contact person	
Email address	
Telephone number	
Website	

\* Address must match W-9; awards will only be sent to this address.

- 2. Program/Event Information**

Program name	
Program address	
Program city	
Program state	
Program zip code	
Start date	
End date	



### 3. Funding Request

Amount requested	
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### 4. Projected Participants

Number of expected participants	
Number of expected volunteers	

### 5. Partnerships (List all partners for your program including funding partners, community partners, supporters, etc. Support letters from partners are encouraged.)

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## Part 2 – Narrative

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### 6. ORGANIZATIONAL OVERVIEW - Tell us about your organization/group. Include information about your organization/group's history, mission, and purpose.

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### 7. Program/Event Activities – Provide the details of your program or event. Include specific activities that will take place, and/or speakers who are on the agenda.

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### 8. Target Population - Tell us who will be served by your program or event. Identify a target population who will be served by gender, age, sexual orientation, race, or ethnicity.

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**9. Promotion Plan** - Tell us who will be served by your program or event. Identify a target population who will be served by gender, age, sexual orientation, race, or ethnicity.

**10. Why should ADAMH Fund this Program/Event?** How does your program or event align with ADAMH to mission provide a pathway to health and healing for Franklin County residents seeking resources for addiction and mental health as ADAMH provides help and hope through a network of more than 30 community partners providing affordable, quality alcohol, drug addiction and mental health services for the whole family.

**11. Covered Expenses** - Identify and outline the expenses for which that funding will cover, such as space costs or rentals (staff office space and capital improvements are not covered), speaker's fees/honorariums, program materials and supplies, marketing, or other program items. Please see ADAMH Mini-Grant Program Guidelines for a list of expenses that cannot be reimbursed with ADAMH Mini-Grant funds.

**12. Other Support** - Identify other sources of funding support for this project.

### 13. Engagement

All recipients of mini-grant funding must complete these minimum requirements:

<i>Request</i>	<i>Required Activities</i>
All Requests	<ul style="list-style-type: none"> <li>• Add an ADAMH logo and link on the program/event section of your organization’s website</li> <li>• Include ADAMH logo on all printed materials specific to the program/event activities these funds will support</li> <li>• Mention and tag ADAMH on social media</li> </ul>

ADAMH will identify additional activities from the list below for applicants who receive \$2,000 or more.

<i>Request</i>	<i>Number of Additional Activities</i>	<i>Potential Activities</i>
\$2,000-\$2,999	1	<ul style="list-style-type: none"> <li>• Invite ADAMH staff to the program</li> <li>• Provide a booth for ADAMH to use at your event</li> <li>• Allow ADAMH to distribute promotional material to program participants</li> <li>• Include an ADAMH article in your organization's newsletter</li> <li>• Include the ADAMH logo in all advertising</li> <li>• List ADAMH as a sponsor on all media releases</li> </ul>
\$3,000-\$3,999	2	
\$4,000-\$5,000	3	

## Application Checklist

- Incomplete packets will not be reviewed.
- Email attachments cannot exceed 10MB.
- In order to be considered for a mini-grant, an applicant must provide the following documentation:
  - Application (overview, narrative and funding outline)
  - Support letter from any partner identified in the application.
  - IRS form W-9 (Request for Taxpayer Identification Number and Certification)
  - IRS letter of determination
  - Submit application to [mini-grants@adamhfranklin.org](mailto:mini-grants@adamhfranklin.org) prior to 5 p.m. on the first Wednesday of the month.