

FY 2024 COMMUNITY HEALTH & WELLNESS ANNUAL GRANT PROGRAM GUIDELINES & TERMS

Grant Application Cycle Opens: Wednesday, March 1, 2023, 9:00 a.m. EST

Grant Application Cycle Closes: Friday, March 31, 2023, 11:59 p.m. EST

All applicants will be notified in writing of their application status by May 31, 2023

Applications must be completed and submitted, with their required documents, through the Foundant Online Grant Management System portal found on the New Hanover County ABC Board website. No hardcopy proposals or required documents will be accepted. Late proposals will not be accepted.

Direct all technical questions via email to: Kathy Clark, Finance Officer, at kclark@nhcab.com. For fairness to all applicants in the application process, once the application process begins on March 1st, 2023, we are unable to address your grant program specific questions and we suggest that you ask someone to review your application and documentation before submission.

ELIGIBILITY GUIDELINES & RESTRICTIONS

- 1) Grants will be made only to New Hanover County 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 restricted to organizations with a 501(c)(3) determination letter located in and serving residents of New Hanover County.
- 3) Funding is only available for education, prevention, treatment and/or research of alcohol and/or substance abuse (substance use disorder) per Chapter 18B-805 (h) of the North Carolina General Statutes. These guidelines will be strictly followed.
- 4) Grants awarded via the Annual Grant Program will be \$10,000 to \$100,000 at the discretion of the Board of Directors for one-time projects or on-going programs.
- 5) The Annual Grant Program is targeted to projects/programs that are new, innovative or demonstrate a significant enhancement to existing projects/programs.
- 6) Only one (1) application to the Annual Grant Program can be made by an organization for that fiscal year.
- 7) Organizations must demonstrate a strong case for support (need statement), alignment with the grant funding focus and ability to deliver results for their proposed project/program.
- 8) Organizations applying for the Annual Grant Program must have a minimum of three (3) consecutive years of demonstrated organization strength in leadership, track record and sustainability results.

- 9) Organizations are required to provide an independent audit completed by a licensed certified public accountant within two (2) years (2020 or 2021 audits accepted only), if the grant request is over \$25,000. Organizations requested \$25,000 or below are required to provide a review or audit completed by a licensed certified public accountant within two (2) years (2020 or 2021 reviews accepted only). There will be no exceptions.
- 10) Priority preference will be given to projects/programs that focus on underserved populations.
- 11) Only those qualifying organizations that move to the final evaluation stage will be contacted for a required presentation and may require a site visit with their CEO/Executive Director and key project/program staff.
- 12) All grant recipients will be required to adhere to the Annual Grant Program Guidelines & Terms and signed grant contract.
- 13) Organizations that do not meet grant contract compliance and reporting requirements may be excluded from consideration for future funding.
- 14) It is incumbent upon the organization and its staff to manage the grant budget and project/program effectively and have adequate accounting practices and systems in place.
- 15) Organizations awarded a grant must designate one person who will be ultimately be responsible for communicating with New Hanover 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.
- 16) The New Hanover County ABC Board grant is a lump sum payment program up to \$25,000. Grants over \$25,000 will be funded half of the awarded grant amount. Then, after the semi-annual written goal report is submitted and reviewed by the Board for the need for funds, the remaining awarded grant will be funded.
- 17) Grants can be applied to services rendered beginning July 1, 2023. All grant money must be spent or encumbered to the awarded project/program prior to June 30, 2024. Funds not returned to the organization or encumbered to the project/program by June 30, 2024 will be returned to the ABC Board.
- 18) Semi-annual 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 mandatory June 2023 meeting.
- 19) Site visits during the funding cycle may be conducted by representatives (including Directors) of the ABC Board.

Grant Review Process

All proposals will be evaluated by a Grants Evaluation Team (consisting of two New Hanover County ABC Board Members and three New Hanover County ABC Board Staff Members) on how strongly they address one or more of the areas of education, prevention, treatment and/or research of alcohol and/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, track record, project/program and/or

service delivery capability and sustainability. The Grants Evaluation Team will make recommendations to the Board of Directors who will, in turn, make the awards. There are no restrictions in the type of projects/programs that are proposed and who they intend to serve; however, priority preference will be given to projects/programs that focus on underserved populations.

TERMS & CONDITIONS

Human Interest Stories of Progress, Success & Hope

As a condition of the grant award and to celebrate the positive impact the Grantee projects/programs have on our community, Grantees are required to provide a total of two (2) human interest stories and photographs (an ABC Board media release must be signed and provided). Stories should be about clients/participants that have benefited from the grant project/program. Stories and photos will be due with the interim and final reports. Each story must be no longer than one (1) 8.5x11 page in WORD or PDF format. Acceptable photo file formats are: JPG, GIF and PNG. Stories will be published in/on the New Hanover County ABC Board's website, newsletters, impact reports, and/or social media platforms.

Grant Recognition Guidelines and Requirements Policy

All New Hanover County ABC Board Community Health & Wellness Annual 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/impact reports, workshop literature, handouts, and flyers
- 2) Social Media: Facebook, Instagram, Twitter, Pinterest, etc.
- 3) News Releases: Draft news releases should be forwarded to Kathy Clark, Finance Officer, at kclark@nhcab.com for final approval at least five (5) business days before publication. News releases may also be submitted to local media by the ABC Board.
- 4) Websites:
 - The New Hanover County ABC Board invites Grantees to link its website as a funder/partner on their website and electronically link the Board's website as a part of any electronic recognition (www.newhanovercountyabc.com)
 - The New Hanover County ABC Board logo is available in a JPG file format for recognition and promotional purposes. To request the logo, please email Kathy Clark at: kclark@nhcab.com.
 - Example of appropriate recognition language:
"This project/program was made possible, in part, through a grant provided by the New Hanover County Alcoholic Beverage Control Board Community Health & Wellness Grant Program."
 - The Board's name should be listed as: **New Hanover County Alcoholic Beverage Control (ABC) Board.**
 - The following statement can be used as general information regarding the community program:

"The New Hanover County 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 alcohol and/or substance abuse (substance use disorder) prevention, education, treatment and research. Since 2021, the grant program, through a statutory distribution under Alcohol Education, has returned funds from the sales of distilled spirits back into our community to support these programs and services. To learn more about the New Hanover County Alcoholic Beverage Control Board Community Health & Wellness Grant Program, visit www.newhanovercountyabc.com.

Grant Use of Funds/Monitoring-Terms & Conditions

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

Use of Grant Funds

Grant funds from The New Hanover County ABC Board Community Health & Wellness Annual 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. Non-allowable costs include: sub-grants, sub-contracts and/or use of funds for general operating support. Definition of terms is as follows:

- 1) Sub-grant: when a grantee makes grant awards from the funds received through its ABC grant.
- 2) Sub-contract: when a grantee hires a contractor who then awards a portion of the existing contract to another individual or entity.
- 3) Operating Costs: expenses associated with the maintenance and administration of a business on a day-to-day basis, including funds for staffing and rent.

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 the organization 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. In addition, funds received as a result of a grant award are expressly prohibited from distribution or use to benefit any organization or individual supporting or engaged in terrorist activities or any other unlawful purpose.

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 lump sum payment program up to \$25,000, Grants over \$25,000 will be funded half of the awarded grant amount awarded. Then, after the semi-annual written goal report is submitted

and reviewed by the Board for the need for funds, the remaining awarded grant will be funded, which will only provide funds to the Grantee for a project/program or activity or portions of projects/programs or activities.

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 project/program procedures and operations and to discuss the project/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 projects/programs or activities funded by this grant.

Grant Agreement Changes/Budget Variance Requests

It is important that your organization's grant management personnel are equipped to meet unexpected challenges along the way of project/program implementation. We understand changes may need to be made in order to keep your project/program on course to meet your stated output and outcome measures for the project/program. A total of four (4) change requests will be allowed and must be made prior to the beginning of the fourth (4th) quarter of the grant period. No budget revisions will be considered within ninety (90) days of the grant funding end-date. Any budgetary changes should be identified by the second (2nd) and/or third (3rd) quarters. This is the time to request a variance (change in budget), or as soon as you become aware of any need for one. Terms and conditions related to changes to the grant application agreement project/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 might include, for example, alterations to Grantee's budget, 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 for 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 to Kathy Clark, Finance Officer at kclark@nhcabc.com describing the change in scope and an updated 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 New Hanover County ABC Board. After review, and if approved, the Finance Officer will provide notification in writing or via email. This will include instructions on how to send the approved, revised 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 thirty (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 level or budget revision. Scope of work revisions, which do not require a budget variance, will not be considered within ninety (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 your stated output and outcome measures and the overall project/program goal and its intended impact on the population served. Request for changes to this agreement may result in a contract amendment. Please submit the request in writing to Kathy Clark, Finance Officer at kclark@nhcab.com describing the change in scope, an updated plan 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 of work 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 New Hanover County ABC Board. After review, and if approved, the Finance Officer will provide notification in writing or via email. This will include instructions on how to send the approved, revised plan 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 thirty (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, contract or guidelines and terms. 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 forwarded with the grant application)

I, _____, hereby acknowledge and
Print Full Name and Title

confirm that I have received, read and understand the above Annual Grant Program Guidelines & Terms associated with the New Hanover County ABC Board grants and agree to conduct my grant activities in accordance with the New Hanover 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: _____