



GENERAL

1. What do you mean when you say *evidence-based substance use prevention program*?

“Evidence-based” programs are those with high-quality research showing short- and long-term reductions in the use of alcohol, tobacco, marijuana, prescription drugs and other drugs. Evidence-based substance use prevention programs teach decision-making, communication, emotional self-regulation and other skills designed to help students make better choices regarding substance use. These programs are generally curriculum-based and taught during school hours over several class sessions. Evidence-based programs are available at the elementary, middle and high school level. Programs may be either universal (i.e., provided to all students) or targeted (i.e., provided only to students at higher risk of substance use or who are already involved in substance use).

For this initiative, the Foundation has commissioned the Indiana Prevention Resource Center to develop a list of approved evidence-based substance use prevention programs. This list can be found in the Request for Proposals and at RMFF.org/PreventionMatters.

2. What are examples of evidence-based substance use prevention programs?

Two examples of evidence-based substance use prevention programs are LifeSkills Training (LST) and Good Behavior Game (GBG). LST is a classroom-based program for middle school students that teaches personal self-management skills, social skills and resistance skills specifically related to substance use. GBG is a classroom-behavior management strategy for elementary school, generally first or second grade, designed to reduce aggressive, disruptive behavior. These programs, and others like them, have been shown to not only reduce short- and long-term substance use but also improve academic achievement, attendance and other outcomes.

For this initiative, the Foundation has commissioned the Indiana Prevention Resource Center to develop a list of approved evidence-based substance use prevention programs. This list is based on certified lists from state and national experts and is intended to identify programs that are evidence-based and appropriate for the schools participating in *Prevention Matters*.

The Foundation will make technical assistance providers available at no cost to help planning grant recipients identify the evidence-based programs that are most appropriate for their school or schools and align with their broader goals

3. Are there non-evidence-based substance use prevention programs? If so, what are they?

It is important to be aware that there are a number of substance use prevention programs that do not have strong evidence for an impact on substance use or other important outcomes, but nonetheless may be commonly used. These programs may be appealing because they deliver a powerful and compelling message, through videos or one-hour convocations. However, they generally have little to no evidence of reducing substance use and positively impacting other important student outcomes.

If a program is not included on the *Prevention Matters* list of approved programs, it is not considered to meet the evidence-based requirements for the purposes of *Prevention Matters*. The Foundation's technical assistance providers will offer guidance on choosing an evidence-based program and avoiding programs that do not demonstrate effectiveness in reducing substance use.

4. My school would like to implement a new, innovative program that has not yet been evaluated. Is this eligible for funding?

No. *Prevention Matters* only provides funding for evidence-based programs, as described above. Although the Foundation believes that innovation is important, this initiative is limited to supporting programs that have already proven their effectiveness when implemented with fidelity (i.e., in accordance with how the program was designed and evaluated), given the urgency of the substance use crisis facing Marion County. There already exist a number of proven and effective substance use prevention programs—and the Foundation is prioritizing these proven prevention programs with its limited resources.

5. My school is interested in a program that is specific to one type of substance use prevention (e.g., alcohol). Is this eligible for funding?

Yes, provided that this program is an evidence-based substance use prevention program, as described above. The technical assistance providers will help planning grant recipients choose the most appropriate program for their school or schools, which may include focusing on programs that might target specific substances. However, we encourage schools to carefully review existing survey data or other relevant data about youth substance use, if available, before deciding to focus exclusively on one substance. It is highly probable that students will be exposed to multiple substances during their K-12 education. Technical assistance providers can provide guidance on available data as well.

6. Does the Foundation have a preference for programs that are implemented during the school day vs. after school?

While evidence-based programs are generally taught during school hours, programs can be coordinated with other efforts to support students in out-of-school-time activities as appropriate. The technical assistance providers can offer guidance on questions regarding scheduling and implementation.

7. Does the Foundation have a preference for programs that are offered to all students vs. a targeted, at-risk student population?

The Foundation does not have a preference because there are evidence-based programs that are both universal (i.e., offered to all students) and targeted (i.e., offered specifically to students at higher risk of substance use or are already involved in substance use). However, planning grant recipients should consult their technical assistance provider to determine what is most appropriate for their school or schools.

8. My school is interested in a family-based prevention program. Is this eligible for funding?

The Foundation is willing to consider funding a family-based program if it is aligned with a student-based program offered at school. Schools should consult with the technical assistance providers to determine if a family-based program is appropriate and necessary to achieve their objectives.

9. My school serves an adult student population. May we apply for funding?

Because evidence-based prevention programs for schools are generally oriented toward traditional K-12 students, schools that serve an adult population are not eligible for funding as part of *Prevention Matters*.

10. I represent a hospital or community organization that offers substance use prevention programming. Is my organization eligible for funding?

Applications must come from individual, single-site schools, school corporations, charter school networks or private school organizations. However, planning grant recipients may partner with organizations that can further their goals of implementing evidence-based substance use prevention programs effectively and sustainably.

11. Does the Foundation plan to allocate a certain share of grants to public (traditional, charter and innovation network) and private schools?

The allocation across public (traditional, charter and innovation network) and private schools will depend on the number and quality of applications.

12. May school corporations or charter schools apply for funding through a fiscal agent or other entity?

No. *Prevention Matters* is open only to individual, single-site schools, school corporations, charter school networks or private school organizations. Grant recipients may collaborate with other entities to pursue contracts or other established partnerships, but the Foundation's grants will be made directly to selected individual, single-site schools, school corporations, charter school networks or private school organizations. Although the grant recipients may engage other community partners in their planning and implementation

efforts, the grantees will have ultimate responsibility to the Foundation for proper stewardship of the grant funds, reporting and other obligations.

13. Are planning and implementation grant recipients allowed to partner with other organizations in the community (hospitals, nonprofits, community centers, etc.)?

Yes. All identified community partners should share a commitment to implementing evidence-based programs as designed, and applicants must include a letter of support from each community partner describing the nature of the existing and/or new partnership, the organization's capacity to support a partnership, and the resources committed by the partnering organization(s) to support implementing an evidence-based prevention program with fidelity.

14. Is the Richard M. Fairbanks Foundation affiliated with Fairbanks hospital?

The Richard M. Fairbanks Foundation is a completely separate entity from Fairbanks, the nonprofit alcohol and drug treatment center. In addition, the Richard M. Fairbanks Foundation is not the fundraising arm for Fairbanks. However, there is a family connection between the two organizations. Fairbanks, the treatment center, is named in honor of Cornelia Cole Fairbanks, the wife of Charles Warren Fairbanks. Charles Warren and Cornelia Cole Fairbanks were the grandparents of Richard M. Fairbanks.

PLANNING GRANT

1. How much funding can my school or schools request during the planning grant phase?

Applicants should request the necessary planning support up to the maximum allowable amount for their self-identified funding category. The four funding categories, and corresponding maximum allowable planning grants, are as follows:

- School corporations with enrollment of more than 15,000 students and the Archdiocese of Indianapolis—up to \$40,000.
- School corporations with enrollment less than or equal to 15,000 students—up to \$30,000.
- Charter school networks and private school organizations representing more than one school site (this includes private and religious schools that are not part of the Archdiocese of Indianapolis)—up to \$20,000.
- Individual, single-site schools that are not part of a corporation, charter school network or private school organization (this includes individual private and religious schools that are not part of the Archdiocese of Indianapolis)—up to \$15,000.

2. What should I do if I'm uncertain which funding category my school qualifies for?

If you are uncertain which funding category your school qualifies for, please contact the Foundation staff at PreventionMatters@RMFF.org or 317-663-4185.

3. How will you measure school enrollment?

Planning grant applicants should report the number of enrolled students as of September 15, 2017, as reported on the Indiana Department of Education website. Implementation grant amounts requested should reflect updated student enrollment as of February 1, 2018. The Foundation will accept enrollment projections as reported to the Indiana Department of Education for schools that are not yet open but will open in fall 2018.

4. How much money will the Foundation award in total during the planning grant phase?

Planning grants will be awarded on a non-competitive basis. The number and total dollar amount of planning grants awarded will depend upon the number of eligible planning grant applications received.

5. What does it mean that *the planning grants are non-competitive*?

Every individual, single-site school, school corporation, charter school network or private school organization that applies for a planning grant, meets the Foundation's tax-exempt status requirements, is located within Marion County, Indiana, and adheres to the planning grant application requirements will be awarded a planning grant.

6. What activities are allowable with planning grant funding?

Examples of allowable activities include: compensation for substitute teachers to cover time for teachers, leaders and other staff to engage in planning activities; hiring consultants to facilitate planning sessions or provide implementation proposal grant writing support; costs associated with site visits to schools doing exemplary prevention work; or meeting expenses for school-based prevention discussions with parents, students and other school community partners. Applicants may propose other activities as long as they support the overarching objectives of *Prevention Matters*.

7. Are there any activities for which we may not use planning grant funds?

Planning grant recipients are required to engage with the technical assistance providers selected by the Foundation for support in selecting among evidence-based substance use prevention programs, creating a plan for implementation with fidelity and developing a plan for sustainability. Since this technical assistance is offered at no cost to applicants, planning grant funds should not be used for additional consulting support for these purposes.

8. Why is the Foundation awarding multiple planning grant amounts?

The Foundation recognizes that there is a greater level of complexity to identify the appropriate prevention program(s) for a broader base of students (grade level and total number of students) across multiple school buildings. The Foundation also recognizes the additional complexity of curriculum and funding authority at a school corporation. Thus, the Foundation has identified multiple funding categories to address these needs.

9. Can I skip the planning grant phase and still apply for an implementation grant?

No. The Foundation believes the planning grant phase is necessary to help schools identify the evidence-based program that best meets the needs of their students and teachers and that can be implemented as designed and sustained following the Foundation's three years of implementation funding support.

10. Will the Foundation require planning grant recipients to provide receipts or other proof of use of funds from the planning grant?

Planning grant recipients that apply for an implementation grant will be asked to describe the use of planning grant funds within the implementation grant application. Planning grant recipients that do not apply for an implementation grant will be required to submit a planning grant report following the planning period. In all cases, planning grant recipients will need to provide a description of how planning funds were spent, compared to the budget provided in the planning grant application, in addition to a discussion of activities and outcomes for the planning period.

11. I work for a traditional public school, but my school corporation is not planning to apply for the planning grant. Can my school apply on its own?

No. The Foundation believes that even though substance use prevention programs will be implemented at the school-site level, it is crucial to have administrative support from the school corporation in order to have successful implementation of a prevention program. Therefore, traditional public schools may only be considered as part of the school corporation's application.

12. I work for a charter school that is part of a network of charter schools, but my network is not planning to apply for the planning grant. Can my school apply on its own?

No. The Foundation believes it is crucial for a school to have the support of its administration and governing body in order to have successful implementation of a prevention program. Therefore, charter schools that are part of a charter school network may only be considered as part of the charter school network's application.

13. I work for a private school that is part of the Archdiocese of Indianapolis, but the Archdiocese is not including my school within its plans. Can my school apply on its own?

No. The Foundation believes it is crucial for a school to have the support of its administration and governing body in order to have successful implementation of a prevention program. Therefore, private schools that are part of the Archdiocese of Indianapolis may only be considered as part of the Archdiocese's application.

14. Will planning grants be paid at once or in installments?

Planning grant recipients will be notified on March 2, 2018, and will be paid in a single installment after receiving their notification.

15. Is there a timeframe during which planning grant recipients must use the planning grant?

The Foundation expects that each *Prevention Matters* planning grant recipient will use the grant to help decide whether to apply for an implementation grant for implementation during the 2018-19 school year, and if so, to prepare for the implementation grant application by May 25, 2018. If planning grant funds remain following the submission of an implementation grant application (or if no such application is submitted), schools will have until December 31, 2018, to expend those funds for the purposes that enhance the applicant's substance use prevention programs. A report on the activities pursued during the planning grant process and an accounting of how the planning grant funds were used will be due to the Foundation by January 31, 2019.

16. If a group of schools or school corporations anticipates submitting a combined implementation grant application, should they also submit a combined planning grant application?

Two or more individual, single-site schools, school corporations, charter school networks or private school organizations may apply for planning or implementation grants either independently or collaboratively, as they deem appropriate. There may be benefits to pooling funds, even during the planning period, but the decision whether to submit independent or combined applications at either stage of the initiative is entirely up to the applicants. The guidelines regarding the Archdiocese of Indianapolis, charter school networks and private school organizations apply to this answer, as noted in question one of this section.

IMPLEMENTATION GRANT

1. How much funding can applicants request during the implementation grant phase?

The Foundation anticipates that the amount requested in the implementation grant application will reflect the applicant's selection of an evidence-based substance use

prevention program that best meets the applicant's needs. Applicants should give strong consideration to an appropriate per-student program cost that can be sustained at the end of the Foundation's three years of support. Technical assistance providers will help applicants determine implementation costs.

2. Can my school(s) receive an implementation grant if we did not participate in the planning grant phase?

No. The Foundation believes the planning grant phase is necessary to help schools identify the evidence-based program that best meets the needs of their students and teachers, and that can be implemented as designed and sustained following the Foundation's three years of implementation funding support.

3. How much money will the Foundation award in total during the implementation grant phase?

The number and total dollar amount of implementation grants will depend upon the amount of planning grants awarded, the number and quality of implementation grant applications received, and the amount of funding requested in the implementation grant applications. The Foundation expects to award up to \$12 million in planning and implementation grants combined.

4. What does *the implementation grants will be evaluated on a competitive basis* mean?

Because the Foundation anticipates receiving grant applications whose total amount requested exceeds the Foundation's budget, the Foundation will not be able to award grants for all applications submitted. Favorable consideration will be given to implementation grant applications that best demonstrate a commitment to implementing an evidence-based substance use prevention program with fidelity (i.e., in accordance with how the program was designed and evaluated), provide a feasible plan for financial sustainability beyond the three years of implementation grant funding from the Foundation, and demonstrate a commitment to evaluate the selected program's impact on student outcomes. For additional information, please see the "General Considerations and Guidelines" section in the Request for Proposals.

5. Will my school(s) receive the full amount of money requested in the implementation grant application?

Due to the competitive nature of the implementation grant process, applicants may receive full, partial or no funding from the Foundation.

6. If my organization does not receive an implementation grant, can we apply to the Foundation outside of this process for funding support for a substance use prevention program?

At this time, the Foundation has no plans to award additional funding for school-based substance use prevention programs as the *Prevention Matters* initiative is ongoing.

7. Will implementation grants be paid at once or in installments?

Implementation grants will be paid in three annual installments. Grant recipients will be required to submit a grant report at the end of each school year. The Foundation staff will review the grant report to ensure the school is implementing its prevention program with fidelity before releasing the next grant installment.

8. When must each implementation grant recipient begin implementation?

Schools receiving implementation grants will be notified of their grant award by July 20, 2018, and should begin executing their plans for implementation at the start of the 2018-2019 school year. Implementation grants may be used through the end of the three-year grant period, June 30, 2021.

9. The criteria include that implementation grant recipients must have a plan for financial sustainability. What does this mean?

By the start of the 2021-2022 school year, schools should be able to cover the costs of continuing their prevention program with fidelity and without any further financial support from the Foundation.

TECHNICAL ASSISTANCE PROVIDERS AND CONSULTING SUPPORT

1. Are planning grant recipients required to engage with the technical assistance providers?

Yes. The technical assistance providers have been chosen by the Foundation due to their expertise in assisting schools in implementing evidence-based programs as designed. This expert counsel is offered at no cost to schools to help ensure planning grant recipients carefully think through the steps required for successful program implementation.

2. Can planning grant recipients choose a different technical assistance provider?

Each planning grant recipient must work with one of the technical assistance providers chosen by the Foundation for the purposes of evaluating and selecting one or more evidence-based prevention programs. However, planning grant recipients may engage other consultants to assist in other aspects of planning, grant writing or other functions the planning grant recipient deems important.

3. What is the role of the technical assistance providers?

The technical assistance providers have expertise and experience in assisting schools in selecting, implementing and sustaining evidence-based prevention programs. The technical assistance providers will assist planning grant recipients in choosing an evidence-based substance use prevention program that is appropriate for the school and aligns with the school's broader goals, creating a plan for implementation with fidelity (i.e., in accordance with how the program was designed and evaluated) and developing a plan for sustainability once the implementation grant funding is complete. **Important note:** Technical assistance providers will *not* write schools' grant applications.

4. Can planning grant recipients hire additional consultants to help with planning and completing the implementation grant application?

Yes. If planning grant recipients identify a need for support for planning aspects beyond what is offered by the technical assistance providers, they may use planning grant funds to address these needs. Examples of allowable support from an additional consultant include grant writing or facilitating planning discussions.

APPLICATION PORTAL

1. Who should I contact if I experience troubles with the application portal?

Applicants are strongly encouraged to reference the Application Portal Guide, available for download at RMFF.org/PreventionMatters, while using the application portal. Additional questions may be directed to PreventionMatters@RMFF.org.

2. Can multiple people have access to the same planning grant application?

Applicants can only designate one person as the Primary Contact with edit capabilities in the application portal. Applicants wanting to have multiple people editing the same application should share the Primary Contact's user name and password. Note: Colleagues should ensure that only one person is using the shared user name at a time to avoid overwriting someone else's edits to the application.

Additional user names may be requested to provide read-only access to the same application. Applicants wanting to establish additional read-only user names should instruct each person to request a new user account, using the exact spelling of the school name as entered by the Primary Contact. When multiple requests are received for the same school, Foundation staff will e-mail each user to confirm that the accounts should be connected. The accounts will be linked to the same school record once all involved parties provide written confirmation.

3. I do not know how to answer the question about tax-exempt status. Who should I contact?

Questions regarding an applicant's tax-exempt status may be directed to PreventionMatters@RMFF.org.