

## GAMBLING AWARENESS PREVENTION PARTNERSHIP (G.A.P.P.) FY17 Infusion Grant Awards

### I. BACKGROUND

Nevada is viewed throughout the world as a leader in all aspects of the gaming entertainment industry. Nevada is also known to have one of the highest rates of problem gambling in the country. Most individuals who gamble do so without harm, but a small percentage of them will develop serious problems as a result of this progressive mental health disorder. For more than 30 years, the Nevada Council on Problem Gambling (NCPG) has worked with community stakeholders to provide programs and services that raise awareness of, and prevent or reduce the impact of problem gambling in Nevada.

The FY17 G.A.P.P. Infusion Grant Awards provide financial and expert resources to equip qualified community organizations and agencies throughout Nevada to infuse problem gambling awareness into prevention activities targeting **Youth, Families** and **Seniors**. For profit, non-profit, 501(c)(3) organizations, local government, or tribal entities are eligible to apply for infusion grant awards not to exceed a maximum disbursement of \$5,000 per entity through the State Fiscal Year ending June 30, 2017.

### II. GRANT PURPOSE

Grant awards will be focused primarily on the implementation of one or more of three existing NCPG problem gambling awareness programs. Each of these programs includes full instructional support through teaching kits that include discussion guides, information handouts, and evaluation surveys. Orientation and Facilitator training will be provided for all project staff, prior to program implementation.

- ***Given the Chance*** – an interactive education session addressing the risks and consequences associated with teen gambling. At the core of this youth gambling awareness program is a dramatic film that takes a look at gambling, and its impact, through the eyes of a Nevada teen.
- ***Damage Done*** – a community awareness session that addresses the impact of problem gambling on the family and identifies resources available to help. At the core of the program is a dramatic film that explores how family members cope with the effects of a loved one's gambling problem.
- ***Beyond the Game*** – a community awareness session that illuminates the issue of problem gambling among seniors, using videotaped interviews of senior problem gamblers, with narration by a certified problem gambling professional.

NCPG will consider applications that incorporate *Given the Chance, Damage Done, or Beyond the Game* programs into any appropriate forum (e.g., public information workshops, classroom settings, organizational speaker series, continuing professional education, agency staff development, etc.). Programs may also be integrated for education purposes into existing mental health or addiction group counseling and treatment programs. (Some restrictions will apply. See Section VIII. GRANT FUNDING REQUIREMENTS AND REPORTING)

NCPG may also consider applications for specialized community awareness sessions presented by qualified experts in the problem gambling field, subject to pre-approval of eligibility and reporting requirements.

### **III. GRANT FUNDING**

Funding for the G.A.P.P. grants is provided under the NCPG Problem Gambling Prevention Initiative Grant through the State of Nevada Fund for Prevention and Treatment of Problem Gambling, administered by the Department of Health and Human Services, Grants Management Unit (DHHS). Funding is provided on a reimbursement basis for prevention activities completed each month, subject to reporting requirements. Reimbursement will be based on designated fees as shown in the table on FORM 3 (Proposed Budget), not to exceed the total amount of approved funds as stated in the Notice of Grant Award.

### **IV. ELIGIBILITY**

Applicants may be for-profit, non-profit, local government or tribal entities that are not currently receiving funding from the Nevada Problem Gambling Fund. Applicants that have received an NCPG grant in prior funding cycles are eligible to apply, but prior grant performance may be considered in evaluating current grant applications. Applicants may apply in partnership with one or more other organizations, but must provide a letter of agreement signed by all partner agencies designating the Applicant as the recipient and fiscal agent for all grant funds and financial accounting.

Applicants must be in compliance with all local, state and federal laws and regulations, and be free from any discrimination based on race, ethnicity, national origin, sexual preference, disability, age, gender, or religious preference. Applications are accepted and awarded at any time through May 31, 2017, subject to availability of funding. Applicants may contact NCPG prior to submitting an application to determine the current status of funds available.

### **V. APPLICATION PROCESS**

Interested organizations may download the Grant application packet from the NCPG website at [www.nevadacouncil.org](http://www.nevadacouncil.org) or email [programs@nevadacouncil.org](mailto:programs@nevadacouncil.org) to request the packet by email. The Grant Application Packet contains the following documents:

- Form 1 - Applicant Information
- Form 2 - Project Plan
- Form 3 - Budget Worksheet
- Form 4 - Acknowledgements & Assurances

Applicants may also request a free copy of any of the three awareness programs prior to submitting their application.

### **VI. GENERAL INSTRUCTIONS**

1. Review all application documents before you begin to be sure you understand all instructions, questions and guidelines. You are encouraged to contact NCPG to discuss any questions you might have regarding this information and the submission process. Email to [programs@nevadacouncil.org](mailto:programs@nevadacouncil.org) or call 702-369-9740.
2. Complete all application documents and submit with attachments to [programs@nevadacouncil.org](mailto:programs@nevadacouncil.org). Applications will be accepted as long as funds remain available, through May 31, 2017. It is estimated that up to \$20,000 in total funds will be available in FY17.

## VII. REVIEW CRITERIA

NCPG will review all grant applications for completeness, accuracy, organizational capacity to implement the proposed program activities, and consistency with the Grant Guidelines (Addendum A). NCPG reserves the right to request additional information, as needed, during the application review. Other considerations in reviewing project proposals may include, but not be limited to:

- Engagement of appropriately qualified personnel in designated project activities
- Qualifications of project partners, if applicable
- Applicant's demonstrated successful outcomes in other community prevention projects
- Plan and capacity for project promotion
- Current collaborations or activities that provide access to target audience
- Sustainability and potential for program impact beyond the grant period

## VIII. GRANT FUNDING REQUIREMENTS AND REPORTING

Organizations receiving grant funds are prohibited from charging individuals a fee for participation in a funded awareness session under this grant.

- *Programs interested in infusing problem gambling sessions into existing services for which clients must pay to enroll, or will be charged a fee for participation, must contact NCPG to discuss eligibility before submitting a grant application. Eligibility decisions will be made on a case by case basis.*

Verification of attendance by participants is required, and will be accounted for through the completion of demographic and/or survey data forms provided by the NCPG.

Approved Prevention Partners may be required to participate in G.A.P.P. Orientation and Facilitator Training prior to program implementation, and must implement and report on all program activities consistent with the Notice of Grant Award. Outcome reports and reimbursement requests are due by the 10<sup>th</sup> of each month for all previous month activities, with final reports and requests due each fiscal year by June 30th.

## IX. 2016-2017 GRANT APPLICATION AND AWARD TIMELINE:

Application Deadline: Applications may be submitted anytime from July 1, 2016 through May 31, 2017

Application Review: Upon receipt of completed documents, applicant will be contacted within 10 business days to schedule a telephone interview & application review.

Grant Award: Applicants will be notified of the status of their proposals after complete review by NCPG program staff and administration. NCPG will work with successful applicants to finalize their project plan and will issue a Notice of Grant Award that includes an approved budget and outcome goals.

### Grantee Orientation & Training:

Successful applicants may be required to have project staff attend a one-hour grant orientation session, and a facilitator training session (up to 2 hours) for each of the awareness programs to be implemented under the grant. Training dates will be confirmed after acceptance of the Notice of Grant Award.

## X. FINAL AUTHORITY

NCPG reserves the right to modify or reject any or all applications or grant awards, in its sole discretion, and payment of all grant awards are contingent on continuation of state funds to NCPG. There will be no appeal process. Grantees must conform to all conditions, guidelines, timelines, and reporting requirements specified by NCPG in order to request payment of funds.

**Questions regarding the G.A.P.P. Project? Call 702-369-9740 or Email [Programs@nevadacouncil.org](mailto:Programs@nevadacouncil.org)**

**FORM 1 - APPLICANT INFORMATION**

**\*\*Do not enter information in shaded areas.\*\***

<b>Agency Name:</b>											
<b>Address:</b>											
<b>City:</b>					<b>County:</b>				<b>Zip:</b>		
<b>Contact Person:</b>					<b>Title:</b>						
<b>Phone:</b>				<b>Fax:</b>				<b>Email:</b>			
<b>Website:</b>											
<b>Tax I.D. #:</b>											
<i>Place an X before the programs to be used in your project.</i>		<b>Given the Chance (Youth)</b>		<b>Damage Done (Family Impact)</b>		<b>Beyond the Game (Seniors)</b>		<b>Special Topic Presentation*</b>			
<b>Name &amp; Title of Project Manager</b>				<b>Phone</b>				<b>Email</b>			
<b>Provide a brief description of Agency's current programs and populations served:</b>											
<b>Will you be partnering with other organizations to implement your project? If so, list them below.</b>											
<b>Agency</b>	<b>Contact Person</b>			<b>Phone</b>			<b>Email</b>				
<b>NOTE:</b> Applicant applying in partnership with other organizations must provide a letter of agreement signed by all partner agencies designating the Applicant as the recipient and fiscal agent for all grant funds and financial accounting.											
<b>Checklist of Required Application Documents:</b>											
	<b>Form 1 – Applicant Information and Partner Letter of Agreement (if applicable)</b>										
	<b>Form 2 - Project Plan (including any applicable attachments per instructions)</b>										
	<b>Form 3 – Budget Worksheet</b>										
	<b>Form 4 – Acknowledgements and Assurances (signature required)</b>										

**\*IMPORTANT - PRE-AUTHORIZATION is required for agency projects that include Special Topic Presentations. Call NCPG at 702-369-9740 for additional instructions prior to completing the application documents.**

**I. PROGRAM OPTIONS** – Review the program requirements below and complete the requested information for each program you have selected for inclusion in your G.A.P.P activities.

**GIVEN THE CHANCE – Youth Gambling Awareness**

*Program facilitation requirements:*

- Minimum session length of 60 minutes, includes video, guided group discussion, & handouts
- Minimum of 8 participants for qualified session
- Distribution of participant handouts & giveaway items (provided by NCPG)
- Post-session completion of Facilitator Feedback form (attendance and session evaluation)

**Estimated # of sessions** July 1, 2016 - June 30, 2017: \_\_\_\_\_

**Estimated # of participants** per session: \_\_\_\_\_

**Session location(s):**

**Describe your existing or proposed audience for these sessions:**

**How will you promote attendance?**

**DAMAGE DONE – Family Impact of Problem Gambling**

*Program facilitation requirements:*

- Administer pre-session participant demographic survey
- Minimum session length of 60 minutes, includes video, guided group discussion, & handouts
- Minimum of 8 participants for qualified session
- Distribution of participant handouts, resources & giveaway items (provided by NCPG)
- Administer post-session participant evaluation form

**Estimated # of sessions** - July 1, 2016 - June 30, 2017: \_\_\_\_\_

**Estimated # of participants** per session: \_\_\_\_\_

**Session location(s):**

**Describe your existing or proposed audience for these sessions:**

**How will you promote attendance?**

**BEYOND THE GAME – Nevada Seniors and Gambling**

*Program facilitation requirements:*

- Administer pre-session participant demographic survey
- Minimum session length of 45 minutes, includes video and review booklet
- Minimum of 5 participants for qualified session
- Distribution of participant handouts, resources & giveaway items (provided by NCPG)
- Administer post-session participant evaluation form

**Estimated # of sessions** - July 1, 2016 - June 30, 2017: \_\_\_\_\_

**Estimated # of participants** per session: \_\_\_\_\_

**Session location(s):**

**Describe your existing or proposed audience for these sessions:**

**How will you promote attendance?**

**II. PERSONNEL & RESOURCES** – Identify staff and/or volunteers who will be assigned to this project and briefly describe their qualifications and experience. NOTE: At a minimum you must identify a Project Manager and at least one program Presenter (can be the same person).

**III. GENERAL ADVOCACY** – Please indicate which of the following ways you can help support general public awareness and advocacy efforts by promoting the Council’s website and 24 hr. HelpLine for problem gambling information and resources. Please indicate which of the following ways you can help make this information available to your community partners, constituents and clients:

\_\_\_ Link to WhenTheFunStops.org on your organization’s website

\_\_\_ Sharing problem gambling messages through Social Media (Facebook, Twitter, etc.)

\_\_\_ Problem gambling message or article in agency newsletter / e-news announcement

\_\_\_ Brochures/HelpLine on display in agency’s facility

\_\_\_ Other (describe): \_\_\_\_\_

## FORM 3 – PROPOSED BUDGET - FY17

(July 1, 2016 – June 30, 2017)

Grant funds will be allocated for completed project activities based on the rates below.

Completed Activity	Description / Unit of Service	Rate
Grant Orientation	1 Hr. required for Project Manager and each Presenter*	\$125 per person
Facilitator Training	2 Hr. required for each program Presenter*	\$225 per presenter/ per program
Youth Session - A	Given the Chance: min. 1 hr. / 8 – 15 participants	\$150 per session
Youth Session - B	Given the Chance: min. 1 hr. / 16 – 25 participants	\$200 per session
Family Session - A	Damage Done: min. 1 hr. / 8 - 15 participants	\$150 per session
Family Session - B	Damage Done: min. 1 hr. / 16 - 25 participants	\$200 per session
Senior Session - A	Beyond the Game: min. 45 min. / 5 – 10 participants	\$150 per session
Senior Session - B	Beyond the Game: min. 45 min. / 11 – 20 participants	\$200 per session

\*NCPG reserves the right to limit the number of staff who may be trained as program presenters, subject to availability of funds.

**INSTRUCTION: Use the worksheet below to estimate the total amount of grant funds needed for your planned project activities, through June 30, 2017:**

Activity/Sessions	Rate	x # Units	= Estimated \$
Grant Orientation	\$125		
Facilitator Training	\$225		
Youth - A	\$150		
Youth - B	\$200		
Family- A	\$150		
Family- B	\$200		
Senior - A	\$150		
Senior - B	\$200		
<b>TOTAL GRANT FUNDS REQUESTED:</b>			

**PLEASE NOTE:**

NCPG will work with applicants who are recommended for funding to finalize their project plan prior to issuing final Notice of Grant Awards. Adjustments to project budgets and planned activities may be made at that time.

REQUEST FOR FUNDS reports may be submitted monthly by approved grantees. At least one session per program must be presented before payment will be made for Orientation and Facilitator training activities.

## FORM 4 –ACKNOWLEDGMENTS & ASSURANCES

*G.A.P.P. grant recipients must support and adhere to the following guidelines:*

### **GUIDING PRINCIPLES OF NEVADA PROBLEM GAMBLING STRATEGIC PLAN**

Mission: To support effective problem gambling prevention, education, treatment, and research programs throughout Nevada.

Vision: Improve the public health of Nevadans through a sustainable and comprehensive system of Programs and services that reduce the impact of problem gambling

The providers of DHHS funded problem gambling prevention efforts will share the Department's neutral position in neither being for nor against legal gambling.

Public messages will be consistent, non-blaming, hopeful, and aim to reduce negative stigma associated with obtaining problem gambling treatment.

Nurturing existing partnerships and developing new ones is a critical component and a high priority.

### **MATERIAL CONTENT AND MESSAGING**

- Free NCPG materials must be used as instructed by NCPG.
- New materials may be developed to meet new program needs, only with review and approval by NCPG prior to production and implementation in grant-funded programs.
- Print, online and social media messages must include the number of the Problem Gamblers HelpLine (1-800-522-4700) and a link to the NCPG website at [www.WhenTheFunStops.org](http://www.WhenTheFunStops.org)
- Media messages must not contradict the neutral position on legal gambling.

**FISCAL MANAGEMENT** - G.A.P.P. funded agencies must be in compliance with all local, state and federal laws and regulations regarding personnel and fiscal management, and be free from any discrimination based on race, ethnicity, national origin, sexual preference, disability, age, gender, or religious preference.

### **ASSURANCES**

A signature below acknowledges that applicant has read, understands and agrees to comply with the above required program guidelines, and that all information contained in the Application and any supporting attachments is true and correct.

Applicant understands that NCPG reserves the right to modify or reject any or all applications or grant awards, at its sole discretion and all funding award decisions are contingent on the continued availability of DHHS funds for the 2016-2017 G.A.P.P. Infusion Grant Awards. Applicant understands and agrees there is no appeal process and all grant award decisions by NCPG are final.

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Signature of Agency Representative

Date

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Printed Name and Title

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Agency Name