



2026 Grant Application Instructions

Download the following files from <http://drugfreemc.org/grants>

- 2026-Application-Instructions.pdf
- 2026-Application-Cover-Letter.pdf
- 2026-Application-Form.docx
- 2026-Project-Budget-Form.xlsx

To create your grant application, please follow the following instructions and then upload your completed documents to <http://drugfreemc.org/grants>

- Review the Application Cover Letter and take note of the **application deadline of 5 p.m. Monday, October 10, 2025.**
- **One does not need to be a registered non-profit to apply. If you have concerns about your eligibility, please reach out to Michealangelo McClendon, LMHCA Executive Director.**
- **An agency or entity is not eligible for current year funding if said agency or entity has been funded for 3 consecutive years prior to 2025. That agency or entity would be eligible for funding in the 2026 grant cycle.**

Grant Application Checklist

1. Required Documents

- Complete Page 1 of the 2025-Application-Form.doc on your computer.
- Print, sign, and scan Page 1. Save as PDF or JPG.
- Upload the signed scan with your grant application.

2. Problem Statement

- Review Page 2 of the application form.
- Select the problem statement your project will address.

3. Project Narrative Submission

- Review Page 4 of the application form for narrative instructions.
- Prepare a single Word or PDF file including:
 - * Answers to the 5 narrative questions
 - * Optional brochure scan (Question 2)
 - * Up to 5 letters from collaborators (Question 3)
 - * Organizational chart
 - * Resumes of Director and Project Manager

4. Agreements

- Review Page 5 of the application form.
- Ensure your organization agrees to the six listed commitments.

5. Additional Required Materials

- Create an Organizational Summary (Word or PDF).
- Record a short video introducing your organization and project.
- Combine any additional supporting documents into one Word or PDF file.
- Optional supporting documents may include:
 - * Up to 5 additional letters of support
 - * Examples of evaluation tools and/or data
 - * Other relevant materials

6. Budget Sheet

- Complete the 2025 Project Budget sheet.

- Ensure all costs are clearly itemized and justified. When you have collected your information and saved it as Word, Excel, PDF or JPG files, upload your files to the [Grants page on our website](#), using our upload form.

This form will have the following requirements:

Organization Name

Contact Name

Phone

Email

Upload Scan of Application Form Page 1 (PDF or JPG)

Upload Application Form that contains Page 5 Responses, Optional Brochure Scan, Collaboration Letters, Organizational Chart and Resumes of Director and Project Manager (Word or PDF) Upload Organizational Summary (Word or PDF)

Upload Budget Spreadsheet (Excel)

Upload Optional Supporting Document File and Video (Word or PDF)

Your submission MUST BE COMPLETED by 5 p.m. on Monday October 10, 2025.

If you have questions, please contact Michaelangelo McClendon, LMHCA Executive Director at 317-254-2815 or mmcclendon@drugfreemc.org or Donna Howard at dhoward@drugfreemc.org.