



## 2024 Grant Application Instructions

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

- 2024-Application-Instructions.pdf
- 2024-Application-Cover-Letter.pdf
- 2024-Application-Form.docx
- 2024-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 30, 2023.**
- **One does not need to be a registered non-profit to apply. If you have concerns on your eligibility, please reach out to Michealangelo.**
- **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 2024. That agency or entity would be eligible for funding in the 2025 grant cycle.**

### 2023-Application-Form.doc

- Open the document and fill out Page 1 of the form on your computer. This page requires a signature. Print page 1, sign it and scan the signed document back into your computer. Please save this scan as either a PDF or a JPG file. You will need to upload this scan with your grant application.
- Note that page 2 is the Problem Statements: select the one your project will address.
- Page 3 is an informational page with the 6 Basic Principles Drug Free Marion County supports.
- Page 4 is directions for writing your Project Narrative. Review these carefully and provide these answers and materials in a single Word document or PDF file. This Word doc or PDF file should include:
  - Answers to the 5 Questions
  - Brochure Scan (question 2: this scan is optional)
  - Letters from Collaborators (question 3: 5 letters MAX)
  - Organizational Chart
  - Resumes of Director and Project Manager
- Page 5 lists six agreements for working with Drug Free Marion County.

- Create an Organizational Summary as a Word document or PDF file
- Create a short video introduction of your organization and project. Have fun with this be as little or as much of a creative person as possible.
- You may collect additional supporting documents. We ask that any other supporting information be combined into a single Word or PDF file for upload.

These additional documents may include:

- Additional letters of support (5 max)
  - Examples of evaluation tools and/or data
  - Any other supporting materials.
- Fill out the 2024 Project Budget sheet.

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 30, 2023.**

If you have questions, please contact Michaelangelo McClendon at 317-254-2815 or [mmcclendon@drugfreemc.org](mailto:mmcclendon@drugfreemc.org) or Manda Joseph at [ajoseph@drugfreemc.org](mailto:ajoseph@drugfreemc.org).