MEMORANDUM

To:

James Reardon, Commissioner of Finance & Management

From:

Nathan Lavery, Fiscal Analyst

Date:

June 24, 2011

Subject:

JFO #2505, #2506, #2507, #2508, #2509

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2505 — \$30,000 grant from the Pacific Institute for Research and Evaluation to the Vermont Department of Liquor Control These funds will be used to study alternative protocols for underage alcohol compliance checks.

[JFO received 5/16/11]

JFO #2506 — \$10,000 grant from the National Alcohol Beverage Control Association to the Vermont Department of Liquor Control. These funds will be used to design, produce, and purchase community outreach and educational materials.

[JFO received 5/16/11]

JFO #2507 — \$11,000 grant from the Franklin County Community Development Corporation to the Vermont Agency of Agriculture, Food and Markets. These funds will be used to implement the Farm to School Communications plan and provide professional development for Farm to School practitioners.

[JFO received 5/16/11]

JFO #2508 — \$15,000 donation from Ross and Gail Anderson to the Department of Fish and Wildlife. This donation represents the difference between the appraised value of the property (207.8 acres in Addison) being sold to the State of Vermont and the purchase price of the parcel. Because the state is not paying the full appraised value, the difference is considered a donation to the state of Vermont.

[*JFO received 6/7/11*]

JFO #2509 — \$56,800 donation from Batten Kill Watershed Alliance to the Department of Fish and Wildlife. This donation represents the estimated town assessed value of the property (two parcels totaling 3.2 acres in Arlington) being donated to the State of Vermont.

[JFO received 6/7/11]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

PHONE: (802) 828-2295

FAX: (802) 828-2483

cc: Michael Hogan, Commissioner Chuck Ross, Secretary Patrick Berry, Commissioner



MEMORANDUM

To:

Joint Fiscal Committee Members

From:

Nathan Lavery, Fiscal Analyst

Date:

May 31, 2011

Subject:

Grant Requests

Enclosed please find three (3) grants that the Joint Fiscal Office has received from the administration.

JFO #2505 — \$30,000 grant from the Pacific Institute for Research and Evaluation to the Vermont Department of Liquor Control. These funds will be used to study alternative protocols for underage alcohol compliance checks.

[JFO received 5/16/11]

JFO #2506 — \$10,000 grant from the National Alcohol Beverage Control Association to the Vermont Department of Liquor Control. These funds will be used to design, produce, and purchase community outreach and educational materials.

[JFO received 5/16/11]

JFO #2507 — \$11,000 grant from the Franklin County Community Development Corporation to the Vermont Agency of Agriculture, Food and Markets. These funds will be used to implement the Farm to School communications plan and provide professional development for Farm to School practitioners.

[JFO received 5/16/11]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by June 14 we will assume that you agree to consider as final the Governor's acceptance of these requests.



State of Vermont

Department of Finance & Management 109 State Street, Pavilion Building Montpelier, VT 05620-0401

[phone] 802-828-2376 [fax] 802-828-2428 Agency of Administration

JFO 2506

,	FINANCE	STATE OI & MANAGEME	F VERMON ENT GRANT I		M	
Grant Summary:		This National Alcohol Beverage Control Association (NABCA) grant is for Vermont Department of Liquor Control community outreach and education materials.				
Date:		4/28/2011			· · · · · · · · · · · · · · · · · · ·	
Department:		Department of Li	quor Control			
Legal Title of Gra	int:	2011 NABCA Ed	lucational Award	l Program		
Federal Catalog #	:					
Grant/Donor Nan	ne and Address:	National Alcohol Alexandria, Virgi		ol Association, 44	01 Ford Ave., Suite 700,	
Grant Period:	From:	1/22/2011 To:	12/31/2011			
Grant/Donation		\$10,000				
	SFY 1	SFY 2	SFY 3	Total	Comments	
Grant Amount:	\$10,000	\$	\$	\$10,000		
Position Informat	ion: # Posit		ion/Comments			
Additional Comments:						
Department of Finance & Management			Azvau	(Initial)		
Secretary of Admin	nistration			10/h	(Initial)	
Sent To Joint Fisca	I Office			5/12/11	Date	

RECEIVED

MAY 1 6 2011



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

Michael J. Hogan, Commissioner

[phone] 802-828-2345 [fax] 802-828-2803

April 29, 2011 The Honorable Jeb Spaulding 109 State Street Montpelier, Vt. 05609-0201

Dear Secretary Spaulding:

Enclosed is a new request by the Department of Liquor Control for approval of a one-time grant fro Community Outreach and education materials. The grant is being offered by the National Alcohol Beverage Association. The total amount of the grant is \$10,000 and does not have any new positions associated with it, nor does it add to the base budget of the department. It will entail the creation, printing and purchase of community outreach and other education materials to be used by the Department of Liquor Control's Education Division. In addition, education materials will be purchased such as brochures, key chains and the like that will be handed out to the public at venues such as State Fairs and trade shows covering the topics of underage drinking and binge drinking. We will also be creating an informative display for parents regarding energy drinks. These materials will be an asset to our department and we are hoping you will approve this request.

Thanks,

Michael J. Hogan

Michael Mogan



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFO	DRMATIC	ON A A		vace the					
1. Agency:			·····						
2. Department:	Lic	Liquor Control							
3. Program:	Ald	cohol Education							
	· · · · · · · · · · · · · · · · · · ·								
4. Legal Title of Grant		2011 NABCA Educational Award Program							
5. Federal Catalog #:	N/A	4							
				 ·					
6. Grant/Donor Name									
		ge Control Associat	ion						
4401 Ford Aver									
Alexandria, Vir 7. Grant Period:		1/22/2011	TD	10/21/0011					
7. Grant Period:	From:	1/22/2011	To:	12/31/2011					
9 Dunnage of Chants									
8. Purpose of Grant:	thic grant	ia to create produc	e and purchase comm	unity outnoach and ad	vaatiamal maatamiala				
9. Impact on existing p				unity outreach and ed	ucational materials.				
If the grant is n	not accent	ed the DIC Educati	on program will conti	nue however outress	ch and advicational				
materials provid	de the con	munity with impor	tant information recar	ding alcohol and toba	cco as well as the laws				
and regulations			tant information regar	ding alcohol and tooa	eco as well as the laws				
10. BUDGET INFORM									
10. DUDGET INFOR	VIA LION								
T3 111		SFY 1	SFY 2	SFY 3	Comments				
Expenditures:		FY 12	FY	FY					
Personal Services		\$	\$	\$					
Operating Expenses		\$10,000	\$·	\$					
Grants		\$. \$	\$					
n	Total	\$10,000	\$	\$					
Revenues:		Φ.	Φ						
State Funds:		\$	\$	\$					
Cash		\$	\$	\$					
In-Kind		\$	\$	\$					
Fodoral Evada		Φ	ф						
Federal Funds: (Direct Costs)		\$ \$	<u>\$</u>	\$					
			\$	\$					
(Statewide Indirect) (Departmental Indirect)		\$	\$	\$					
(Departmental muir	ect)	\$	\$	\$					
Other Funds:	·	\$	Ф	Φ					
Other Funds.		Φ	\$	\$	T1				
Grant (source NAB)	۵۸)	\$10,000		•	Funds received in FY11				
Grain (Source NAD)	Total	\$10,000	φ	\$					
	10tai	\$10,000	\$	\$	for spending in				
<u> </u>		\$10,000	Φ	_l	FY12				
Appropriation No:	230000	2000	Amount:	\$10,000					
zxppropriation 140.	230000	2000	Amount.	\$10,000					
,	-			\$					
	-			\$					

			1\$
		Total	
		Total	Ψ 10,000.00
DEDCONAL CERTACETO	PODAT ÉTICAL		
PERSONAL SERVICE IN			
	•	one or more Personal Service (indicate intent to follow current c	Contracts? Yes No ompetitive bidding process/policy.
Appointing Authority Name	e: Agreed by:	(initial)	
12. Limited Service			
Position Information:	# Positions	Title	
·			
Total Positions			
12a. Equipment and space positions:	for these	Is presently available.	n be obtained with available funds.
13. AUTHORIZATION A	GENCY/DEPARTM	ENT	
I/we certify that no funds beyond basic application	Signature:	ich of Mary	Date / 1/20/11
preparation and filing costs	Title:	wrange 200gs	,,,,
have been expended or	1	LE DEPT- LIQUOR CON	-Pal
committed in anticipation of		TEC, DEFT LIGIONE CON	Date:
Joint Fiscal Committee	Signature:		Date.
approval of this grant, unless			
previous notification was made on Form AA-1PN (if	Title:		
applicable):			
14. SECRETARY OF ADM	MATCHINATION		
14. SECRETARY OF ADI			
	(Secretary or designee sign	nature)	Date:
Approved:			05/10/11
15. ACTION BY GOVERN	NOR		
Check One Box:			
Accepted	1		
	(Governo 's signature)		Date:
Rejected		•	5711 /11
			(27117))
16. DOCUMENTATION F	REQUIRED		
	Require	ed GRANT Documentation	
Request Memo		Notice of Donation (if any)
Dept. project approval (it	f applicable)	Grant (Project) Timeline (i	
Notice of Award	· · · · · ·	Request for Extension (if a	
Grant Agreement		Form AA-1PN attached (if	`applicable)
Grant Budget	·		
		End Form AA-1	



4401 Ford Avenue, Suite 700 Alexandria, Virginia 22302-1473

Tel: (703) 578-4200 Fax: (703) 820-3551 www.nabca.org

January 21, 2011

Steven Waldo Vermont Dept: of Liquor Control 13 Green Mountain Dr., Drawer 20 Montpelier, VT 05620-4501

Dear Steven,

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your project, **Outline** Server elearning & Public Outreach Materials, was deemed an appropriate effort to be supported by the NABCA Educational Award in the amount of \$10,000.00.

Enclosed is an evaluation form to be used to track the program's progress. Please report back to us in the near future and then on a periodic basis, so that we may be kept apprised of its status.

We look forward to hearing from you. Should you feel the need to contact us at any time, please do not he less to do so.

Sincerely,

Steven L. Schmidt

Sr. Vice President, Public Policy/Communications

Enclosures cc: Walter E. Freed Lisa Dixon

Vermont Department of Liquor Control 2011 Educational Award

Project Description

Summary:

Last year, the Vermont Department of Liquor Control completed an innovative project for our state. This project consisted of creating an entirely new training program for sellers of alcohol in Vermont. This program, commonly called "eLearning" is a certified educational program, created from the ground up by Educators from the Vermont Department of Liquor Control. We are totally responsible for the program content. A contracted entity was hired to host the content. This host is responsible for registering the student, grading the exams, collecting the fee for the course and creating the student certificate upon successful completion. We have used the 2010 grant from the NABCA as "seed" money to get the program off the ground, but once students began paying for attendance, the entire cost was shouldered by the students, making it revenue neutral for the taxpayers of the State. We would now like to create the same kind of online training program for alcohol servers in Vermont, as well as other training mandated purveyors. The most interesting part of this venture is that most of the up-front costs were covered in the retailer training, so creating and launching a training program for servers will be very economical.

The second part of the grant will cover the cost of producing product for handing out to the general public at venues such as the State Fairs. Items such as brochures, key chains, and the like will cover the topics of underage drinking and binge drinking. We will be using material from other states, such as Mississippi, who have produced excellent material via their NABCA grant award. We will also be creating an informative display for parents regarding energy drinks that can be used whenever we approach the public.

Criteria:

- 1. The eLearning program will be created and monitored by the Vermont Department of Liquor Control who will be solely responsible for its content, as are the brochures and displays.
- 2. DLC Education Investigator Steven M. Waldo will be the project coordinator. He is also the Vermont representative to the NABCA Education Task Force.

Time Line:

The portion of this project involving eLearning will require time to create the class content, but the Education Division already teaches seminars for both sellers and servers of alcohol and course content will be gleaned from those presentations fairly quickly. The vendor for hosting the program is already under contract, so as soon as the classes are created they can be launched. The content of the brochures are borrowed from other states so most of the time necessary will be in the contracting of the printing company.

Evaluation:

1. Reduced alcohol violations regarding service to minors and to intoxicated patrons will be experienced as a result of the heightened awareness on the part of the servers. The public will also be better informed.

Continuation:

The eLearning program is self-funding once the initial costs of creation and hosting are covered. The student will be paying for the entire cost of the program, to include administration fees. The handouts are a one time cost.

Item: #1: Public outreach:	Quantity	Expenditure NABCA	Expenditure in-kind	Project
Brochures for the public containing facts on underage drinking, binge	*	\$3,000.00	\$0.00	\$3,000.00
DLC identifed items (key chains drinking, and the like.	, pencils, etc.)	\$3,000.00		\$3,000.00
Energy drink displays.		\$2,000.00	\$0.00	\$2,000.00
#2:	subtotal:	\$8,000.00	\$0.00	\$8,000.00
eLearning for alcohol servers				
Program course build:		\$500.00	\$750.00	\$1,250.00
Host vendor: Mailing all licensees of		\$0.00	\$3,750.00	\$3,750.00
new program availability:		\$1,500.00	\$0.00	\$1,500.00
	subtotal:	\$2,000.00	\$4,500.00	\$6,500.00
		Grant	In-kind	
	Grand Total:	\$10,000.00	\$4,500.00	\$14.500.00

.



State of Vermont

Department of Finance & Management 109 State Street, Pavilion Building Montpelier, VT 05620-0401

[phone] 802-828-2376 [fax] 802-828-2428 Agency of Administration

JFO 2506

	FIN	NANCE				VERMON NT GRANT	NT REVIEW FOR	RM
Grant Summary:		ont?	Departme			ion (NABCA) grant is for ty outreach and education		
Date:	4/28/	2011						
Department:			Depa	rtme	ent of Liq	uor Control		
Legal Title of Gran	nt:		2011	NAI	BCA Edu	cational Awar	rd Program	
Federal Catalog #:								
Grant/Donor Name and Address:		dress:	National Alcohol Beverage Control Association, 4401 Ford Ave., Suite 700, Alexandria, Virginia 23202-1473					
Grant Period:	From:		1/22/2011 To: 12/31/2011					
Grant/Donation			\$10,000					
Grant Amount:	\$10,			SFY \$	2	SFY 3 \$	**Total	Comments
Position Information	on;	# Posi	tions	Ex	planatio	n/Comments		
Additional Comme	nts:	en kadu	was n	1		8/54/6/4=40		
Department of Fina	nce & Ma	nageme	nt of				FRIAM	(Initial)
Secretary of Administration			11.				10/10/11	(Initial)
Sent To Joint Fiscal	Office						5/12/11	Date



Act



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

[phone] 802-828-2345 [fax] 802-828-2803 Michael J. Hogan, Commissioner

April 29, 2011 The Honorable Jeb Spaulding 109 State Street Montpelier, Vt. 05609-0201

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Enclosed is a new request by the Department of Liquor Control for approval of a one-time grant fro Community Outreach and education materials. The grant is being offered by the National Alcohol Beverage Association. The total amount of the grant is \$10,000 and does not have any new positions associated with it, nor does it add to the base budget of the department. It will entail the creation, printing and purchase of community outreach and other education materials to be used by the Department of Liquor Control's Education Division. In addition, education materials will be purchased such as brochures, key chains and the like that will be handed out to the public at venues such as State Fairs and trade shows covering the topics of underage drinking and binge drinking. We will also be creating an informative display for parents regarding energy drinks. These materials will be an asset to our department and we are hoping you will approve this request.

Thanks.

Michael J. Hogan

Michael Magan



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFOI	RMATIC	ON	HESIANIA REAGN						
1. Agency:									
2. Department:	Lic	Liquor Control							
3. Program:	Alc	cohol Education							

4. Legal Title of Grant:		11 NABCA Educati	onal Award Progra	m					
5. Federal Catalog #:	N/A	A							
6. Grant/Donor Name a									
		ge Control Associat	tion						
4401 Ford Avenu	-								
Alexandria, Virg									
7. Grant Period:	From:	1/22/2011	To	: 12/31/20	11				
					_				
8. Purpose of Grant:									
* *				nmunity outro	each and ed	ducational materials.			
9. Impact on existing pr									
		ed the DLC Educati							
			tant information re	garding alcoh	iol and tob	acco as well as the laws			
and regulations a									
10. BUDGET INFORM	IATION								
		SFY 1	SFY 2		SFY 3	Comments			
Expenditures:		FY 12	FY	F	Y				
Personal Services		\$	\$		\$				
Operating Expenses		\$10,000	\$		\$				
Grants		\$	\$		\$				
'	Total	\$10,000	\$		\$				
Revenues:									
State Funds:		\$	\$		\$				
Cash		\$	\$		\$				
In-Kind		\$	\$		\$				
Federal Funds:		\$	\$		\$				
(Direct Costs)		\$	\$		\$				
(Statewide Indirect)		\$	\$		\$				
(Departmental Indirect) \$ \$									
Other Funds:		\$	\$		\$				
						Funds received in			
Grant (source NABCA) \$10,000			\$		\$	FY11			
						for spending in			
\$10,000		\$		\$	FY12				
		/	·						
Appropriation No:	230000	02000	Amount:		\$10,000				
***					\$				
4	1				*				

			\$
		Total	\$ 10,000.00
1		Total	Ψ 10,000.00
PERSONAL SERVICE IN	IEODA(ATION)		
	ty must initial here to ind		Contracts? ☐ Yes ☒ No ompetitive bidding process/policy.
12. Limited Service			
Position Information:	# Positions	Title	
1 osition finormation.	# I OSITIONS	Title	
Total Positions			
12a. Equipment and space positions:	for these	presently available.	be obtained with available funds.
13. AUTHORIZATION A	GENCY/DEPARTMEN	T	
I/we certify that no funds beyond basic application	Signature:	that Mary	Date: 4/20/11
preparation and filing costs	Title:	1	
have been expended or	COMMISSIONER	DEPT- LIQUOR CONT	ROL
committed in anticipation of	Signature:		Date:
Joint Fiscal Committee approval of this grant, unless	-8		
previous notification was	Title:		
made on Form AA-1PN (if	Title.		
applicable):			
14. SECRETARY OF ADM	MINISTRATION /		
c	(Secretary or designee sign tur	e)	Date:
Approved:		COA	5 05/10/11
		59	Y
15. ACTION BY GOVERN	NOR		0
Check One Box:			
Accepted	0		
	(Governo 's signature)		Date:
Rejected		>	5/11/11
			[7,1,7]
16. DOCUMENTATION F	REQUIRED	Chy Chil	
	Required (GRANT Documentation	
Request Memo		☐ Notice of Donation (if any)	
Dept. project approval (i	f applicable)	Grant (Project) Timeline (if	
Notice of Award		Request for Extension (if ap	•
Grant Agreement		Form AA-1PN attached (if	applicable)
Grant Budget			
	En	nd Form AA-1	

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4401 Ford Avenue, Suite 700 Alexandria, Virginia 22302-1473

> Tel: (703) 578-4200 Fax: (703) 820-3551 www.nabca.org

January 21, 2011

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Enclosed is an evaluation form to be used to track the program's progress. Please report back to us in the near future and then on a periodic basis, so that we may be kept apprised of its status.

We look forward to hearing from you. Should you feel the need to contact us at any time, please do not hesitate to do so.

Sincerely,

Steven L. Schmidt

Sr. Vice President, Public Policy/Communications

Enclosures cc: Walter E. Freed Lisa Dixon

Vermont Department of Liquor Control 2011 Educational Award

Project Description

Summary:

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- 2. DLC Education Investigator Steven M. Waldo will be the project coordinator. He is also the Vermont representative to the NABCA Education Task Force.

Time Line:

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Continuation:

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Item: #1: Public outreach:	Quantity	Expenditure NABCA	Expenditure in-kind	Project
Brochures for the public containing facts on underage drinking, binge		\$3,000.00	\$0.00	\$3,000.00
DLC identifed items (key chains, drinking, and the like.	pencils, etc.)	\$3,000.00		\$3,000.00
Energy drink displays.		\$2,000.00	\$0.00	\$2,000.00
#2:	subtotal:	\$8,000.00	\$0.00	\$8,000.00
eLearning for alcohol servers Program course build: Host vendor: Mailing all licensees of		\$500.00 \$0.00	\$750.00 \$3,750.00	\$1,250.00 \$3,750.00
new program availability:	subtotal:	\$1,500.00 \$2,000.00	\$0.00 \$4,500.00	\$1,500.00 \$6,500.00
		Grant	In-kind	
	Grand Total:	\$10,000.00	\$4,500.00	\$14,500.00



1. PROJECT ADMINISTRATION	N			
ABC Agency Vermont Department	ment of Liquor Co	ntrol		
Project Coordinator Steven M. \	Waldo			
Title Education Investigator				
Address 13 Green Mountain Dri	ive /	Montpelier	Vt	05620-4501
Street or P.O. Box	C	City	State	Zip Code
Daytime Telephone (802) 828-234	5	Fax Number (802	2) 828-2803	
Email Address <u>Steve.waldo@state.</u>	.vt.us			
2. PROJECT DESCRIPTION Project Title Online server el	Learning & public ou	itreach material		
		Project Compl		
Project Start Date January 20	011	Date	Decer	nber 31, 2011
Project Description (attach):	See detailed instruc	ctions in Application Guide	elines.	
3. BUDGET	Incor	me from other sources (Ito	emized Project Bu	dget (attach))
Amount Requested from NABCA				s
				\$
\$10,000.00		.,	The best of the second	\$
4. AWARD PAYMENT	Make check pav	able to: Vermont Depar	rtment of Liquor	Control
INSTRUCTIONS		: 13 Green Mountain Di		
Please confirm the name and mailing address of the		mont 05620-4501		
entity to whom the award check should be made	Phone No.: (80)			
payable:				
4. SIGNATURES				
Signature of ABC Director/Administ	trator	Date		
Michael Hogan, Commissioner				
Name (Please Print)				
Signature of Project Coordinator		Date		
Steven M. Waldo, Project Coordina Name (Please Print)	tor			
· · · · · · · · · · · · · · · · · · ·				



The National Alcohol Beverage Control Association recognizes the importance of its role and, more importantly, that of its member states, in the area of alcohol abuse prevention/education. The Public Affairs Committee and Education Task Force, in particular, have been driving forces behind the Association's growing involvement in, and commitment to, educational efforts.

As such, NABCA would like to make available to each of its member states an educational award of \$10,000 for development, enhancement or expansion of effective alcohol education efforts. The involvement of the control agencies in this effort is paramount to the Association's belief that it is each individual jurisdiction's responsibility to "support and participate in alcohol education and prevention, providing information and resources that promote responsibility..."

How These Funds Would Be Used

A. Criteria

- 1. Any activity must have the intention of taking action to reduce the irresponsible sale/use of alcohol beverages.
- 2. State ABC must be involved with the project. States are strongly encouraged to work with their representative on the NABCA Education Task Force in the development of this effort.
- 3. The proposed activity should seek to change the environment that encourages or allows irresponsible consumption of alcohol.
- B. Sample Activities (You are not limited to this selection.)
 - Media Campaigns
 - Multi-Agency Coordination and Collaboration
 - Community Team/Coalition-Building
 - Legal and Regulatory Initiatives
 - Hospitality Resource Panels
 - Awareness of Laws and Regulations
 - Youth/Adult Leadership Activities

- Assessing Community Services, Needs and Attitudes
- Development and Dissemination of Educational Materials
- Environmental Prevention Strategies
- Responsible Retail Licensee Initiatives
- Establishing a "Mini-Grant" Program
- College/High School Conferences

Role of State ABC

As a participant in this educational effort, there are a variety of roles the state control agency may play:

- 1. **Direct Administrator.** This role would have the ABC receiving the money and using it to directly pay for or fund a specific prevention/education effort conducted by the agency itself.
- 2. "Pass Through" Agency. This role would include the ABC publicizing the availability of the educational award to appropriate project coordinators or organizations throughout their state that would apply directly to them to receive funds. Or the ABC may identify a specific organization, which is to receive the funds and simply pass the funds through to the organization.
- 3. Convener or Facilitator. This role would include the ABC identifying leaders and key stakeholders in the community which they would bring together in a meeting to discuss the formation of community coalitions. The ABC could take on the role of facilitating the meeting or have experts present to assist in the development of a community collaboration. The ABC can provide guidance and/or funding to begin and sustain a dialogue which will ultimately lead to an established coalition.
- 4. A Combination of the Above Roles. An ABC may find that a combination of above roles would be appropriate for the use of these funds.



Application Guidelines

1. Project Administration

The ABC Agency will play the primary role in project leadership. The project coordinator is the individual who will be the NABCA contact for the project. The coordinator should be closely involved with all aspects of the project through its duration.

2. Project Description

Describe the plans for spending the funds. Proposals should not exceed one page and should address each of the following in the order listed:

- o Brief Summary Describe the activity the NABCA Educational Award will be used to fund and the anticipated impact.
- o Criteria Describe how the activity meets each of the three criteria outlined in this brochure.
- o Time Line Indicate starting and completion dates.
- o Evaluation Describe the plan for evaluating the project's impact.
- Continuation Outline the plan for continuation after the award funding.

3. Budget

A brief budget justification statement must accompany the proposed budget. The justification should clearly explain why each expense is necessary for the proposed project. Monies are not to be used to supplant existing activities.

NOTE: NABCA does not "cost share" or allow funds to be used for administrative cost reimbursement.

4. Signatures

The State ABC will serve as the fiscal agent for the program, and therefore, accepts fiscal responsibility for the funded project. The project coordinator's signature is also requested.

Progress Reporting

Upon completion of the project, please submit a report that details the project process and products and how project strategies and objectives were met. This final report and any project materials that are produced (i.e. brochures, posters, videos, core reports, advertisements, event photos, etc.) should be sent to NABCA.



Timelines

Award applications must be received by NABCA no later than **December 6, 2010**. Please submit applications to:

NABCA

Attn: Steve Schmidt, VP Public Policy and Communications 4401 Ford Ave., Suite 700 Alexandria, Virginia 22302

(Note: In early January, applications will be reviewed and critiqued by NABCA's Public Affairs Committee and final approval will be made by the Board of Directors. Awards will be distributed within two weeks of project approval.)

Legal Disclosure

As part of all announcements made or promotional material distributed concerning activities funded by this award, recipients are requested to disclose that the activity was funded, in whole or in part, by funds from the National Alcohol Beverage Control Association. Distribution of awards is conditioned on recipient's compliance with any proposal submitted or any terms and conditions accompanying the educational award. By making this award, NABCA assumes no liability for any activity undertaken by recipient using award funds.