

Harford County Office of Drug Control Policy

Community Contribution for Prevention Programs

Guidelines

FY-2024

Application Deadline – August 31, 2023

1. The Office of Drug Control Policy (ODCP) provides contributions for Prevention Programs to support initiatives that help at-risk youth by making communities stronger and more resilient. The purpose of the Community Contributions for Prevention Programs is to fund ideas that are new and creative and may not be eligible for other sources of funding. The funded program must help build a sense of community among youth and/or provide prevention programs for at-risk youth. Contributions are limited to five thousand dollars (\$5,000) per organization.
2. The following types of non-profit organizations may apply for funding: community associations; informal community groups; parent/teacher associations; churches (secular programs only, open to all the community); youth groups; other non-profit organizations (in partnership with community groups or organizations). Units of government may apply if the program demonstrates strong community involvement in planning and implementation.
3. Previously funded organizations are eligible for funding in subsequent fiscal years only if they have been successful in implementing current projects, show measurable achievement, and have complied with all requirements. New projects are given preference over continuing projects so organizations that have previously received a contribution are encouraged to seek alternative funding.
4. Eligible activities will be considered case-by-case and must be part of an overall strategy that supports ODCP goals. Graduation parties and after-prom activities that encourage abstinence from alcohol and drugs are ineligible for funding through this program. Contact the ODCP to discuss how these programs may be funded.
5. Applications for Community Contributions for Prevention Programs must be submitted to the Department of Community Services, Office of Drug Control Policy, for review. Incomplete or inappropriate applications will be excluded.
 - a. Applicants may be requested to provide further information to the ODCP or to answer questions related to the scope of the project, problems in the community, or justification for planned expenditures.
 - b. Applicants requesting funds for existing projects may be asked to appear before the ODCP to discuss project status and results.
6. Funding decisions will be made by the ODCP in September 2023. Fiscal year 2024 runs from October 1, 2023 through September 30, 2024.
7. Incorporated groups will receive funds directly but will be required to submit and adhere to a budget and an audit as determined by Treasury. Un-incorporated groups will not receive funds

directly but may submit invoices to be paid by the Office of Drug Control Policy.

8. To strengthen partnerships ODCP staff would like to attend/participate in funded programs. Site visits may be performed at least once during the fiscal year. Recipients should submit a summary of the project's impact and success upon completion.
9. All applicants must submit the following documentation with their initial contribution request:
 - a. A letter on organization letterhead confirming that anyone who will be working with children has undergone a background check as defined in MD Code, Family Law Article, § 5-551. Background check results must be made available upon request.
 - b. Proof of non-profit status from the IRS including Employer Identification Number (EIN), <https://apps.irs.gov/app/eos/>. Provide your EIN with your application.
 - c. Unless exempt (churches and public schools), your organization must also register with the Maryland Secretary of State Charities Division, <https://sos.maryland.gov/Charity/Pages/Registering-Charity.aspx>. Provide your Maryland Charity ID number.
 - d. And, unless exempt, certification of good standing from the Maryland Department of Assessments and Taxation, <https://egov.maryland.gov/BusinessExpress/EntitySearch>. A Good Standing certificate is not required as your organization's status can be verified online.
10. Unused funding in excess of ten dollars (\$10.00) must be returned to ODCP at the end of the fiscal year.