**NCAA CHOICES Alcohol Education**

**Grant Program Proposal**

**www.ncaa.org/CHOICES**

*Instructions*

*Provide your response to the following 10 items using the space provided below each item. Use as much space as is needed to answer each question, unless otherwise indicated.*

1. **Program goals.** Provide a detailed summary of the program that includes: a clear statement of purpose; description of target audience; clear and measurable program objectives; methods and procedures to accomplish these objectives; process and outcome evaluation measures; a plan to share the program’s results and a brief outline of existing alcohol education program(s) and activities in place within the athletics department and/or on campus.

2. **Athletics a prevention partner.** Describe how the project includes strategies to collaborate, partner or otherwise engage with the athletics department in campus-wide alcohol abuse prevention.

3. **Target audience.** Describe the beneficiaries of the project, which must not be limited to student-athletes, nor target them in isolation, and preferably includes a large segment of the student body.

4. **Alcohol abuse prevention focus.** Describe how the proposed strategies address alcohol abuse and its negative consequences.

5. **Timeframe.** The proposal must include a three-year strategy. Provide a one-page list of milestones and projected dates of completion, and a year-by-year description of goals and expected outcomes.

6. **Continuity and post-grant funding.** Include a plan to provide program funding and/or support for the time period after NCAA funding is exhausted. Letters of support are an important indicator of institutional commitment to the project.

7. **Program staff and qualification.** Provide the name and title of the principal program developers and a brief biographical sketch indicating their qualifications to develop and implement the program. List all campus organizations and community organizations involved with the program, and list all names of students known to be participating in its development and implementation.

8. **Budget.** Provide a one-page three-year budget summary outlining the funding requested. The policy of the NCAA is to provide funding for operational expenses, such as planning, educational materials development, advertising, implementation and evaluation. Grant funds to any one program will not exceed $15,000 for the first year, $10,000 for the second year and $5,000 for the final year of the grant. Also provide an itemized budget and budget narrative for the use of the funds. The budget should address the following categories (where appropriate):

1. Personnel. New positions will not be funded, but rather grant funds may be used to support additional duties of existing staff.
2. Equipment. Institutions are encouraged to use existing campus resources. In most cases, the NCAA will not fund major equipment purchases.
3. Travel. Only travel necessary to the implementation of the program will be considered. **The budget should reflect travel costs to send a prevention team to the** [**APPLE Institute**](http://www.apple.studenthealth.virginia.edu) **at least once during the project period.**
4. Consultant costs. Fees paid to consultants should be kept to a minimum. In most cases, expertise to develop, implement or evaluate programs is available on campus.
5. Evaluation expenses. Proposals must include a budget item for internal evaluation.
6. Other expenses (specify). **The NCAA will not fund indirect costs**.
7. The NCAA reserves the right to exclude any portion of the proposed program funding that is deemed by the NCAA to be unnecessary to the success of the program.

9. **Evaluation.** Include a detailed plan for evaluating the program that incorporates both process and outcome evaluation. The proposal should identify measurable objectives and procedures, and who will provide evaluation assistance. Costs associated with the internal evaluation must be reflected in the budget. The NCAA provides an evaluation resource, IMPACT, at [www.ncaa.org/choices](http://www.ncaa.org/sport-science-institute/ncaa-choices-grant)**.**

10. **Student involvement.** Indicate how students are involved in the program’s development, implementation and evaluation. *Note: Research on student behaviors, including surveys, may require approval through the school’s Institutional Review Board.*