

PUBLIC AWARENESS GRANT GUIDELINES AND APPLICATION

Thank you for contacting the Wisconsin Council on Problem Gambling (WCPG) concerning a possible grant for your public awareness project.

The Wisconsin Council on Problem Gambling, an affiliate of the National Council on Problem Gambling, is a private, non-profit organization created in 1993. The Wisconsin Council on Problem Gambling provides resources, public awareness and education on problem and pathological gambling disorders while maintaining strict neutrality on the issue of legalized gambling.

The Wisconsin Council on Problem Gambling is offering mini-grants. Based on funding available the amount generally given is between \$2000-\$5000. These grants are for groups, organizations or agencies that are interested in promoting public awareness for compulsive gambling in their community. The proposal needs to be directed to Wisconsin residents, and support the WCPG mission of providing resources, public awareness, and education on problem and pathological gambling disorders and the resources available to address these issues. As stipulated by the State of Wisconsin, Grant monies cannot be used for individual or group counseling. The purpose of these grants is to serve as an enhancement to the statewide public awareness campaign being provided by the WCPG. Applying organizations must maintain neutrality on the issue of legalized gambling.

Sincerely,

Rose Gruber
Executive Director

I

QUALIFICATIONS

All applicants must meet the following qualifications:

- ✓ Be tax-exempt pursuant to the Internal Revenue code 501(c) and have an IRS determination letter.
- ✓ Serve the people of Wisconsin.
- ✓ Operate, choose a governing board, and provide services without discrimination on the basis of race, religion, sex, age, sexual preference, or national origin.

II

INSTRUCTIONS FOR GRANT APPLICANTS

Before applying for a public awareness grant, please carefully read the guidelines to determine whether your proposed project meets our grant guidelines. When you prepare your application, please use the enclosed application form. Please submit an original, plus two copies with other requested documentation.

When applying for a grant, please note the following:

- ✓ Application Deadline: August 02, 2010. No exceptions.
- ✓ The range of the grant is generally between \$2,000 and \$5,000.
- ✓ Applications must be complete and received by WCP by the deadline date.

If you have any questions, please contact Rose Gruber, WCPG Executive Director, at (920) 437-8888.

III

PROJECT NARRATIVE

The form your application takes is far less important than its content. Your response to the questions listed below should be **no longer than three (3) typewritten pages - including the project budget**. In writing your proposal, please address the following:

1. **GOAL OF PROJECT:** What is your goal for this project? Why is it needed? What target population, if any, will be the focus for your project? How does this project fit into the mission of your organization?
2. **OBJECTIVES AND PROJECT NARRATIVE:** Specifically, what will you do? How will you do it? Are you aware of any other organization or program that is doing a similar project? If so, how is yours different or unique?
3. **TIMETABLE:** Please provide a schedule of events, or timetable, for your project.
4. **EVALUATION:** What type of measurement (qualitative, quantitative, etc.) will you use to evaluate the outcome of this project? How will you report the analysis of your outcome? How will you document your outcome in relationship to your project objectives?

IV

PROJECT BUDGET

Please itemize project costs (materials, equipment, services, supplies, etc.) and all other sources of funding. Include information on any pending grant or funding requests. To whom have you applied? What is the current status of your request? When do you expect to hear about the outcome?

Please direct all inquires and applications to:

**Rose Gruber, Executive Director
Wisconsin Council on Problem Gambling
1423 Kellogg Street
Green Bay, Wisconsin 54303**

V

EVALUATION CRITERIA

The following criteria will be used by the Wisconsin Council on Problem Gambling in its evaluation of proposals:

- ✓ A well defined need with a clearly defined action plan
- ✓ Strong relationship between the project and the WCPG's mission
- ✓ Feasibility of project and potential to be replicated elsewhere
- ✓ Appropriateness of budgetary items
- ✓ Defined project outcomes and methods to report actual outcomes
- ✓ Impact of total project relative to cost

VI

SPECIAL CONSIDERATION

Special consideration will be given to proposals that incorporate any of these characteristics:

- ✓ Innovative
- ✓ Entrepreneurial
- ✓ Collaborative
- ✓ Addresses Diversity
- ✓ Leverages Resources
- ✓ Geographical and Historical Considerations

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TIME LINE

The Review Committee will consider all applications within 1 month of the deadline. Per notification of the WCPG Board of Directors, all applicants will be informed of the final decision.

Wisconsin Council on Problem Gambling, Inc.

**GRANT APPLICATION
(Please Type)**

Name of organization/group:

Address:

City:

State:

Zip Code:

Name and title of Chief Administrator:

Phone:

Fax:

Chairperson of governing body:

Amount requested: \$

General mission of organization/group including year of establishment:

Has the governing board approved a policy, which states that the organization does not discriminate as to age, race, religion, sex, or nation origin? (You may be asked to furnish a copy)
Yes: No: If no, explain:

Please submit copies of the following with this cover sheet:

1. Complete list of the organization's officers and directors.
2. The organization's most recent audited financial statement; if an audit is not available, submit the actual income and expense statement from the past fiscal year.
3. Copies of the IRS federal tax exemption determination letters, if applicable.
4. Project Narrative and Budget (respond to questions in instructions for grant applications - **maximum of three pages** - including the budget)
5. Please submit an original and two copies of above information.

Submitted by:

Signature-Chief Administer

Date

Signature-Chairperson of Governing Body

Date