



The National Every 15 Minutes 2007-2008 Mini-Grant Application Packet & Program Rules

The National Every 15 Minutes Organization thanks you for your interest in participating in the Every 15 Minutes program and for your interest in applying for the 2007-2008 mini-grant opportunity. To be eligible for funds, your school must be planning an Every 15 Minutes program to take place this school year.

Through the Every 15 Minutes Mini-Grant program, funds of up to \$500.00 are available to high schools that complete the program in its entirety. Funds from this grant are to be used only for approved supplies needed to complete the Every 15 Minutes program. Examples of approved supplies are T-shirts, Lanyards, materials, postage, room rental, and other items related to the operation and presentation of the Every 15 Minutes program.

Please follow the directions below when applying for and Every 15 Minutes Mini-Grant.

- Complete the application coversheet, questions, and the mini-grant contract. **Return 90 days before your scheduled Every 15 Minutes program or before January 15, 2008** to:

Attention: Grants
Every 15 Minutes
5217 William Penn Highway
Easton, PA 18045

- The contract **MUST** be an **ORIGINAL** and must be signed by the **principal or the assistant principal**.
- The program must be held before **June 14, 2008**.
- All invoices for reimbursement must be submitted 30 days of completed program date.

NOTE: Every 15 Minutes mini-grants can only be issued to high schools. Completed applications and contracts must be filled out and returned to National Every 15 Minutes Organization for review and approval. Either the principal or assistant principal and National Every 15 Minutes Organization must sign the mini-grant contract before beginning the Every 15 Minutes event.

For more information please contact Grants, by phone at 610-253.3546 or by e-mail at info@every15minutes.com.
5217 William Penn Highway Easton, PA 18045

EVERY 15 MINUTES MINI-GRANT 2007-2008 Application Coversheet

Mini-Grant Information (Please Type or Print Clearly)

Every 15 Minutes Program Information

Dates Scheduled: _____

Name of High School: _____

School District: _____ School Web Site: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal: _____ Telephone Number: _____ Fax Number: _____

Every 15 Minutes School Contact: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____ E-mail Address: _____

Every 15 Minutes Program Coordinator: _____ **Title:** _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____ E-mail Address: _____

Police Department: _____

Contact: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____ E-mail Address: _____

Fire /EMS Department: _____

Contact: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____ E-mail Address: _____

Hospital: _____

Contact: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____ E-mail Address: _____

Return the application coversheet along with questions, ORIGINAL signed contract, and PROOF OF YOUR SCHOOL'S TAX EXEMPTION STATUS TO:

Attention: Grants - Every 15 Minutes, 5217 William Penn Highway Easton, PA 18045

Mini-Grant Application Questions

Name of School: _____ School District: _____

Type of School: Rural Urban Suburban

Total Student Population: Freshman _____ Sophomore _____ Junior _____ Senior _____ TOTAL _____

Is there a PTA or any comparable parent organization/group at your school? If yes, please list the organization/group names:

Have any **Student Organizations** at your school expressed and interest in youth-alcohol related issues?

Yes No

If yes, please list **ALL** applicable organization(s) and briefly define their purpose:

What **follow-up actions/programs** is your school planning to continue youth alcohol awareness after conducting the Every 15 Minutes Program? Briefly describe:

List **other school-based activities/programs** pertaining to alcohol-related issues that your school has participated in over the past 2 – 3 years:

How many students at your school have been **killed or seriously injured** in the past three years in auto crashes? (Include all crashes, not just alcohol-related crashes)

Reason(s) for interest in the Every 15 Minutes program: (Check all of the following that apply)

- | | |
|-----------------|---|
| Homecoming | National Drunk & Drugged Driving Month |
| Prom | Alcohol related tragedy/student death |
| Red Ribbon Week | Student concern regarding alcohol use by peers |
| Graduation | Community concern regarding underage drinking/DUI |
| Spring Break | Other: |

School Tax ID # _____

**EVERY 15 MINUTES 2006-2007
MINI-GRANT CONTRACT**

This grant is made by and between the National Every 15 Minutes Organization, hereinafter called the "E15M Organization", and:

(Name of High School)

(School Contact Name)

(Every 15 Minutes Program Coordinator)

(Mailing address if different from physical address)

Hereinafter called the "Grantee"

WITNESSETH

WHEREAS, traffic crashes, many of which involve alcohol and other drugs, are a leading cause of death and serious injury for young people (ages 15-19): and,

WHEREAS, the E15M Organization desires to provide mini-grants as "seed money" to high schools to support Every 15 Minutes activities; and,

WHEREAS, the Grantee will conduct an Every 15 Minutes program, as defined below, and report to the E15M Organization on the results; and,

NOW THEREFORE, in consideration of mutual covenants and agreements herein contained, the E15M Organization and Grantee mutually agree as follows:

AGREEMENT

1. This agreement becomes effective on _____, or when fully executed by all parties hereto, whichever occurs later, and shall terminate on or before July 15th, 2008, or unless otherwise terminated or modified as hereinafter provided.
2. As defined here, Every 15 Minutes is a high school-based underage drinking, and drinking and driving awareness and prevention program that includes the following minimum components: a mock crash scene, the "living dead", an overnight retreat, and an assembly for students and parents.
3. The purpose of Every 15 Minutes is:
 - a. To educate the student body of the cause and effects of underage drinking and drinking alcohol and driving; and,
 - b. To reduce deaths and injuries associated with underage drinking and drinking alcohol and driving.
4. A lump sum of up to \$500.00 will be paid to the Grantee upon completion of the above-defined Every 15 Minutes program.

The funds will be used to cover expenses such as T-Shirts, Lanyards, Silicone Wristband, postcards, materials, postage, supplies, room rental, and other items directly related to the operation and presentation of the Every 15 Minutes program. Items purchased with these funds shall not be used to generate any program income.

The Grantee will provide the E15M Organization a report on activities conducted and the number of students participating in the program after completion.

- 5. The Grantee agrees to complete the pre-post survey with students and return the results to the National Every 15 Minutes Organization within 10 days after the survey is completed.
- 6. The Grantee agrees to comply with Attachment 1, General Provisions.

IN WITNESSETH WHEREOF, the parties of this agreement have executed duplicate counterparts.

THE GRANTEE

National Every 15 Minutes Organization _____

By: _____
(Principal or Assistant Principal)

By: _____
(Signature of Administrator)

(Type Name and Title)

(Type Name and Title)

(Date)

(Date)

GENERAL PROVISIONS

1. The Grantee shall request payment on a standard type of invoice acceptable by the National Every 15 Minutes Organization within thirty (30) days after completion of the Every 15 Minutes program. The original copy should be submitted to the National Every 15 Minutes Organization.
2. The National Every 15 Minutes Organization will make payment to the Grantee within thirty (30) days from receipt of the Grantee's request for payment, if the request is properly prepared, executed, and documented.
3. The Grantee understands that acceptance of funds under this agreement acts as acceptance of the authority of the National Every 15 Minutes Organization Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Grantee further agrees to cooperate fully with the Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. The Grantee will ensure this clause concerning the authority to audit funds received indirectly by subcontractors through Grantee and the requirement to cooperate is included in any subcontract it awards.
4. This agreement may be terminated before the established completion date by either party upon failure of the other party to fulfill its obligation under this agreement upon ten (10) days written notice or by mutual consent.
5. The Grantee shall save harmless the National Every 15 Minutes Organization from all claims and liability due to activities of himself, his agents, or employees performed under this agreement and which result for an error, omission or negligent act of the Grantee or any person employed by the Grantee. The Grantee shall also save harmless the National Every 15 Minutes Organization from any and all expensed, including attorney fees, which might be incurred by the National Every 15 Minutes Organization in litigation or otherwise resisting said claim or liability which might be imposed on the National Every 15 Minutes Organization as the result of such activities by the Grantee, his agents or employees.
6. The National Every 15 Minutes Organization and the Grantee shall not assign or otherwise transfer its rights or obligations under this agreement except with the prior written consent of the other party.
7. Upon completion or termination of this agreement, all documents prepared by the Grantee or furnished to the Grantee by the National Every 15 Minutes Organization shall be delivered to and become the property of the National Every 15 Minutes Organization. All data prepared under this agreement shall be made available upon request to the National Every 15 Minutes Organization without restriction or limitation on their future use. The Grantee may, at his own expense, have copies made of the documents or any other data he has furnished the National Every 15 Minutes Organization under this agreement without restriction or limitation on their future use.
8. The National Every 15 Minutes Organization's policy mandates that employees of the E15M Organization shall not accept any benefits, gifts or favors from any person doing business or who may be reasonably expected to do business with the E15M Organization under this agreement. Any person doing business with the E15M Organization under this agreement may not make any offer of benefits, gifts or favors to E15M Organization employees. Failure on the part of the Grantee to adhere to this policy may result in the termination of this agreement.
9. In the case any one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceable act shall not affect any other provision thereof and this shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
10. This agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings, written or oral agreements between the parties respecting the within subject matter.
11. The agreement shall be construed under and in accordance with the law. Any legal actions regarding the parties' obligations under this agreement must be filed in Northampton County, Pennsylvania.

Every 15 Minutes Mini-Grant Program

Instructions for Submitting your Invoice For Mini-Grant Reimbursement

Dear Every 15 Minutes Grantees:

When submitting your original invoice for reimbursement for purchases made during the Every 15 Minutes event, please note the following:

1. The original invoice **must** be on your official school letterhead.
2. The original invoice **must** accompany your **Report on Activities** form
3. Reimbursements cannot be made if the original invoice includes food items or the use of money for cash awards.
4. Schools may only be reimbursed for what they **actually expended**, up to \$500.00. **Please DO NOT request more than \$500.00 on your invoice.** We will be unable to process invoices for more than that amount.
5. The **Principal or Assistant Principal** needs to sign the original invoice or send a letter accompanying the invoice for payment.

Enclosed is a sample invoice that can be used when preparing your school's invoice for reimbursement. Following this invoice format will expedite receipt of your grant funds. If you have any questions, please feel free to contact the National Every 15 Minutes Organization Mini-Grant Coordinator by e-mail at info@every15minutes.com or by phone (610)253.3546.

Thank you for your participation in this important program.

Every 15 Minutes Report of Activities

Name of School: _____

Day(s) and Date(s) the Every 15 Minutes program was held: _____

Number of **students actively involved** in the program: _____

Estimate of total persons involved in planning/presenting the program (including students, present teachers, community numbers, etc.):

1. **Community members/others involved** planning and presenting the program (Check all that apply):

- a. Parents
- b. Community groups (Boys and Girls Club, Rotary, etc.)
- c. School officials (i.e. teachers, principals, coaches, counselors, etc.)
- d. School board members/local politicians decision-makers
- e. Media/reporters
- f. Local businesses
- g. Hospitals/medical personnel
- h. Emergency medical services
- i. Fire department
- j. Police/sheriff's department
- k. Courts (judges, prosecutors)
- l. Funeral home/Medical examiner's office(s)
- m. MADD/SADD or related organizations
- n. Other: (Please specify)

2. **Components** of your school's Every 15 Minutes program (Check all that apply):

- a. Mock crash scene
- b. Living dead (i.e. Signifying the number of people injured or killed in alcohol-related crashes by having students wear black/paint their faces and not communicate during the school day)
- c. Parent death notification of mock student deaths
- d. Arrest/adjudication of DUI offender
- e. Survivor or student counseling/debriefing
- f. Medial treatment of crash victim(s) at a local hospital/emergency room/clinic
- g. Overnight retreat
- h. Letters to parents/friends to/from the "dead"
- i. Victim(s) funeral/memorial session and/or school assembly
- j. Video production of events
- k. Hospitality and media room/press briefing
- l. Other: (Please specify)

3. How **effective** do you think your program was in **preventing underage drinking and relaying the consequences of drinking and driving** to the following:

Students directly participating in the E15M Program	Very Effective	Effective	Only Somewhat Effective	Not Effective
Students observing the program	Very Effective	Effective	Only Somewhat Effective	Not Effective
Parents	Very Effective	Effective	Only Somewhat Effective	Not Effective
School faculty/staff	Very Effective	Effective	Only Somewhat Effective	Not Effective
Community Members	Very Effective	Effective	Only Somewhat Effective	Not Effective

Thank you. Please return this form to Every 15 Minutes with your invoice for reimbursement.

Every 15 Minutes Invoice

Official letterhead of your high school

Return to:
 Name of School: _____ Contact Name _____
 Address: _____ City, State, Zip _____
 Telephone Number: _____ Fax: _____ E-mail Address: _____

Attention:
 Grants
 National Every 15 Minutes Organization
 5217 William Penn Highway
 Easton, PA 18045
 (610)253.3546 Fax: (610)253.3546

Quantity	Item	Unit Price	Total
1	Itemize what was purchased here	Actual amount spent on each item up to \$500.00	Actual amount spent up to \$500.00
		Subtotal	No more than \$500
		Total	No more than \$500

I certify the above invoiced goods and services were purchased expressly for the Every 15 Minutes program and that the purchases comply in every way with the contract they were purchased under.

Signature or Principal or Assistant Principal

Print Name and Title

Insert the name of your high school – NO other organization

Make Check Payable to: _____