

INSTRUCTIONS FOR COMPLETING THE TITLE PAGE

The title page consists of information identifying the project and the agency requesting funds. Part I is to be filled out by the project director in its entirety. All signatures must be original and complete. After approval of the project, the Office of Highway Safety will assign a Project Number.

- Item 1** **Project Title:** The name given to the project should be short and descriptive of the work to be done
- Item 2** **Duration of Project:** Month and year the funding of this specific project is to start and end.
- Item 3a** **Name of Agency:** Organizational unit applying for the grant,
Address of Agency: The exact location of this organization as to street address, box number, etc.
- Item 3b** **Governmental Unit:** According to the applicant.
- Item 4** **Information on Project Director:**
- a. Name
 - b. Title
 - c. Phone Number
 - d. Written Signature
 - e. Date Signed
- Item 5** **Information on Authorizing Agency Official:** (Must be someone other than the Project Director) Official responsible for the authorization of this project, i.e. Mayor, Secretary of a State Agency, CEO, Director, Chief, etc.
- a. Name
 - b. Title
 - c. Address
 - d. Written Signature
 - e. Date Signed
 - f. Telephone Number

INSTRUCTIONS FOR COMPLETING SCHEDULE A

- Item 1:** **Project Title:** Title given to the project on first page of application.
- Item 2:** **Statement of the Agency's Underage Drinking Problem.**
This statement must contain:
- a. A complete description of the identified problem.
 - b. Provide problem id for each priority area for which funds are being requested
 - c. Data analysis which provides complete statistical information supporting the problem. Where possible, use three years of data.
- NOTE: Quantitative data proving the problem exists is required for consideration for Federal funding.
- Item 3:** **Project Goals: Must be clear, measurable, and realistic.**
- a. The goal must relate to the problem solution.
- Example:
Goal: To educate 10 Delaware students of the dangers of underage drinking.
- Item 4:** **Problem Solution Narrative:** Project action plan is developed and discussed in clear and specific terms.
The applicant must define:
- a. the systematic steps involved in solving the identified problem;
 - b. a time frame for conducting the activities involved
- Item 5:** **Public Information/Education Effort:** Proposal must outline the public information and awareness efforts associated with obtaining the project goals. Each application must have a public information and education component which addresses specific Underage Drinking priority issues.
- Item 6:** **Training Requirements:** Project must outline the training requirements necessary to obtain the desired project results. Training is an essential part of the overall project success.
- Item 7:** **Plan for Evaluation Efforts:** The proposal should outline how the applicant plans to evaluate the effectiveness of the program. The can include pre/post tests, observational surveys, or analysis, etc.
- Item 8:** **Tasks/Goals/Time Frames:** List in chronological order each task to be performed, the goals that the task will be attempting to achieve and the time frame in which it will be completed.
- Item 9:** **Self-Sufficiency/In Kind Match:** Grantee must have a written plan to become self sustaining, programmatically and financially within a three-year period. This is essential to program evaluation and future funding opportunities. Grantee must also include an in-kind matching plan.

INSTRUCTIONS FOR COMPLETING SCHEDULE B

Personal Services:

Include salaries directly connected with the project. Each personal services cost must be itemized separately as it relates to the designated priority areas.

Training and Contractual Services:

This category covers expenses for travel and any service directly connected to the project. It will also cover expenses to be incurred in paying for a service performed by any person or organization not connected directly to the requesting agency. (For example, costs associated with attending a conference, or mileage reimbursement, etc.) Each training and contractual service cost must be itemized separately as it relates to the designated priority areas.

Supplies and Materials:

Includes any materials or supplies, which are acquired and used for the purpose of the particular project. (For example, public information materials and other expendable materials that may be needed during the course of the project.) Each supplies and materials cost must be itemized separately as it relates to the designated priority areas.

Equipment and Other Capital Outlay:

These items represent equipment with a per unit value of \$500.00 or more, used specifically for activities associated with the project. (For example, a projector for school presentations, a lap top for data collection, a portable breath tester for DUI patrols) NOTE: All items purchased with a value in excess of \$5,000.00 must be purchased in accordance with the State Bidding Law. All items purchased or work proposed with a consultant, in excess of \$10,000.00 must be in accordance with Federal Bidding Laws.