

Baltimore County Department of Health Bureau of Behavioral Health - Prevention Services

FY25 All Stars Character Education Funding

The Baltimore County Department of Health (BCDH), Bureau of Behavioral Health (BBH) is pleased to announce the availability of the FY25 All Stars Character Education (ASCE) Funding. Funding is available to community, faith-based and youth organizations within Baltimore County to conduct the evidence based ASCE program with groups of fourth and fifth grade students (ages 9-11). The program can stand alone or be easily integrated into an existing group.

ASCE is an innovative science-based prevention program that promotes prosocial behavior and attitudes. It is designed to affect risk factors associated with alcohol and other drug use. ASCE consists of fourteen fun, engaging and highly interactive session activities and a closing celebration. Through small group activities, artwork, and games, the program enhances development of positive characteristics in youth.

It has been shown to:

- Build positive character traits
- Establish positive norms for social behavior
- Promote bonding with positive, supportive social institutions
- Promote positive parental attentiveness

There are six character words discussed and explored throughout the ASCE program:

Caring, Forgiving, Helpful, Honest, Respectful and Responsible. For more information about the program, visit: <http://www.allstarsprevention.com>.

Funding Criteria

- Organizations are eligible to apply for up to \$1,700 to implement the program (based on 10 eligible students per group).
- Programs may claim \$450 of the funding as indirect costs for program management and coordination.
- Funds may not be used to supplant compensation of personnel/staff.
- Funds for this program are limited. Applications will be reviewed and considered for funding as they are received. Applications will be accepted until all the funds for this program are exhausted, no later than November 29, 2024. Programs are desired throughout Baltimore County. Priority may be given to complete applications that are most advantageous to Baltimore County. Funds for this program are provided by Maryland Department of Health and Substance Abuse & Mental Health Services Administration (MDH & SAMHSA).

Disbursement of Funds

Approval of programs selected for funding will result in a Purchase Order issued to the organization. Invoices are required for the disbursement of funds. Invoices, with signature of the organization's representative, should be on organization letterhead if possible. **As the disbursement process may take several weeks, programs should allow ample time for funding to be received when program planning.**

- Upon approval of the application, the organization may request 50% of the proposed budget for program planning and implementation. At this time, signed invoices will be accepted electronically.
- After utilization of the initial 50%, the organization must submit documentation of funds spent (i.e. expenditure form and proof of payment/itemized receipts). A second invoice for 30% of the budget may then be submitted. The final 20% of the budget will be disbursed at the end of the program.
- Once approved request to reallocate budget must be in writing.

Conditions of Award

Organization must:

- Identify and train two group leaders. (Primary/Secondary or co-leader designs accepted)
- Purchase and schedule training for ASCE program leaders from KNS Learning Solutions Contact Kathleen Nelson-Simley: 402-489-1072, kathleen@knslearningsolutions.com
- Complete and submit proof of 3 hour self-paced online training per leader (training certificate)
- Recruit and select a group of 10 students (4th and 5th graders, ages 9-11)
- Acquire parent permission to be submitted prior to program's start date
- Organization must submit a schedule outlining the dates and time for each session
- Purchase student materials, food and incentives items
- Conduct Pre/post survey
- Report demographics
- Completing program and Expenditure Summary Form when submitting receipts
- Conduct lessons with fidelity to the curriculum by May 30, 2025
- Allow BCDH staff to conduct site visits
- All imprinted literature, materials, and promotional items must include the following acknowledgment of support: **"Supported by MDH & SAMHSA"**. Additionally, all imprinted items must receive prior approval from BCDH. Please note that BCDH logo may not be used on any items.
- All funds are expected to be expended; however, any unspent funds must be returned by check or money order made payable to **"Baltimore County, Maryland"** with the final report

Reporting Conditions

- Each session must be documented by recording attendance, noting any adaptations made, and tracking homework assignments
- At the conclusion of the program, leaders are required to complete a questionnaire.
- Final reports are due two weeks after program completion
- All expenses must be reported using **Expenditure Summary Form**. All expenditures require submission of itemized receipts. Receipts must show proof of payment. Invoices are not receipts

Consideration for future funding may be affected by failure to comply with the stated Conditions of Award



Application Cover Page

Organization Information	
Name:	
Street Address:	
City:	
State:	
Zip:	
Primary Contact Person	
Name:	
Title:	
Email Address:	
Telephone Number:	
Fax Number:	
Total Funds Requested In This Application:	
Total Number of Students:	
Signature: Organization agrees to adhere to all requirements and conditions of award	

***** FOR DEPARTMENT OF HEALTH ONLY *****	
Date Application Received:	
Date Approved/Disapproved:	Funded Amount: \$
Signature: Prevention Program Manager	Date:

Application

Applications will be reviewed for comprehensiveness, clarity of the proposal and completed budget.

Checklist for Submission

The following items must be included with the application submission:

- Application Cover Page (electronic signature is accepted)
- Proposal (Program Description/Summary)
- Program Budget
- W-9 Form
- First Invoice (50%)

Deadline for completed application: November 29, 2024

Email, Mail or Drop-off applications:

Baltimore County Department of Health,

Bureau of Behavioral Health – Prevention

6401 York Road – 3rd Floor

Baltimore, MD 21212

Monday – Friday (except on county observed holidays)

8:30 a.m. – 4:30 p.m.

For more information contact:

Asheima Parkinson

410-887-3324

aparkinson@baltimorecountymd.gov

Proposal

Please submit a proposal and make sure to include the following:

- Information about agency, qualifications of group leaders and program administrator
- Program location
- Target audience
- Timeline
- Recruitment plan
- How often will the program be implemented per week?
- Any other information you would like us to know about your organization

Program Budget

Allowable Expenses

Line Item	Description	Total Amount of Funding Allowed	Amount Requested
Educational Training	2 Group Leaders @200 each	\$400	
Educational Supplies and ASCE Student Materials Standard Package	<ul style="list-style-type: none"> 2 Teacher Manuals (required for training and program) 1 pack of student material 	\$150	
*Operational Supplies (needed to conduct program)	Markers, Easel Pads, Pencils, Scissors, etc.	\$100	
*Food	Student snacks and celebration food	\$250	
*Incentive Prizes (gift cards are not an allowable incentive)	Incentives for students	\$350	
Indirect Costs (receipts are not required)	Program Management and Coordination	\$450	
Total Funding Request		\$1,700	

List proposed program expenditures in the applicable budget line item. Submit the proposed budget with the application for approval.

*Operational supplies, Incentive Prizes and Food funds can be moved between categories.

Expenditure Summary Form

Organization is responsible for completing their own Expenditure Summary Form when submitting receipts. If receipts are divided, this must be clearly indicated on the reporting form.

Educational Training: (Group Leader Training)			
Names	Unit Price	Quantity	Total
	\$200.00	1	
	\$200.00	1	
Educational Supplies: (Leaders guides and student materials)			
Item Description	Unit Price	Quantity	Total
ASCE Teacher’s Manual	\$40.00 (required for leader training and program)		
ASCE Student Materials Standard Package	\$6.00 (per student)	10 (sold as package of 10)	
Operational Supplies: (Markers, Easel Pads, Pencils, Scissors, etc.)			
Needed to conduct program. Equipment is not an allowable expense.			
Store	Item Description	Quantity	Total
Food: (Student snacks and celebration food)			
Store	Item Description	Quantity	Total
Incentive Prizes: (gift cards are not an allowable incentive)			
Store	Item Description	Quantity	Total
Indirect Cost (receipts are not required)			Total \$450
Grand Total			

Date: _____, 50% _____

Date: _____, 30% _____

Date: _____, 20% _____