



Northwoods Coalition Menu Options Application

2017 - 2018

Directions:

- Review the seven Northwoods Coalition (NWC) Menu Options and **select no more than three projects** for incentives totaling **up to \$2,500**:
 1. Coalition Capacity Building - \$1,000
 2. Community Assessment - \$500
 3. Community Gathering - \$500
 4. Drug Endangered Children Committee - \$500
 5. Methamphetamine Project - \$500
 6. Policy Initiative - \$1,000
 7. Prevention Action Plan - \$500
- Complete the application online no later than **September 15, 2017** using this link:
<https://www.surveymonkey.com/r/MenuOptionsApp20172018>

Completed projects and invoices are due no later than **April 1, 2018**. Coalitions will receive incentives for completed projects on a first come, first serve basis until all NWC Menu Option funds are exhausted.

For questions or technical assistance, contact Marshfield Clinic Center for Community Outreach:

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Coalition Capacity Building - \$1,000 DUE April 1, 2018

Purpose: The purpose of the Coalition Capacity Building Project is to enable coalitions to build capacity and increase sustainability. A coalition that is *intentional* and *strategic* about the work it does will accomplish far more than by being only reactive and opportunistic. Coalitions that participate must select **at least five** activities from the list:

- Complete community mapping
- Develop and conduct a coalition interest survey
- Complete a coalition SWOT (strengths, weaknesses, opportunities and threats) analysis
- Develop/revise goals
- Develop/revise a strategic plan
- Develop/revise an organizational chart
- Establish and define committees
- Develop/revise bylaws or guiding principles
- Develop/revise membership agreements
- Develop/revise Vision and Mission statements
- Develop/revise an orientation process and materials
- Develop/revise job descriptions
- Develop/revise leadership positions
- Develop/revise a sustainability plan
- Plan and hold a recognition ceremony for coalition achievements
- Participate in other capacity building activities as approved by NWC staff

Coalitions that successfully participate in the Coalition Capacity Building Project are eligible for **\$1,000** to offset the cost of staff time for coordinating logistics, printing/copying, facility fee or other expenditures as deemed appropriate by the coalition.

Coalitions that participate must:

- Apply to participate by September 15, 2017.
- Communicate with Marshfield Clinic staff as needed on the Coalition Capacity Building Project.
- Include recognition of Northwoods Coalition on printed materials, etc.
- Submit documentation for **at least five** completed capacity building activities listed above, with documents dated within project period and/or meeting minutes (if applicable) which demonstrate work done for **each** of the activities within this project period.
- Submit documents, minutes (if applicable) and project Invoice no later than April 1, 2018.



Community Assessment - \$500

DUE April 1, 2018

Purpose: The purpose of the Community Assessment Project is to capture and tell the story of substance abuse in a community. Coalitions can gather quantitative data (“How many?”) and qualitative data (“What does it mean?”) from their communities in a variety of ways, such as surveys, environmental scans, focus groups, and through personal stories. Coalitions will engage in the process of collecting data and/or create a report or infographic to communicate the impact of current prevention efforts and focus local ongoing prevention efforts.

Coalitions that successfully participate in the Community Assessment Project, which may include working with schools to implement the Online Youth Risk Behavior Survey (OYRBS), are eligible for **\$500** to offset the cost of staff time for coordinating logistics, printing/copying or other expenditures as deemed appropriate by the coalition. Multiple coalitions within a county are encouraged to work together and each would be eligible for \$500.

Coalitions that participate must:

- Apply to participate by September 15, 2017.
- Communicate with Marshfield Clinic staff as needed on the Community Assessment Project.
- Include recognition of Northwoods Coalition on printed materials, etc.
- Use the Wisconsin Department of Public Instruction website for more information on conducting the OYRBS (if applicable): <http://dpi.wi.gov/sspw/yrbs/online>
- Submit the results of community data collection as a report or infographic.
- Submit local meeting minutes (if applicable) and project Invoice no later than April 1, 2018.



Community Gathering - \$500
DUE April 1, 2018

Purpose: The purpose of hosting a community gathering (such as a town hall meeting, candidate/legislative education forum, sobriety pow wow, talking circle, or nature walk) is to educate and unite communities and candidates/current legislators about substance abuse issues, solutions, and prevention.

The community gathering will address one or more of the following five state priorities:

- underage drinking (ages 12-20)
- adult binge drinking (ages 18-34)
- drinking among pregnant women
- drinking and driving (especially among people ages 16 to 34)
- opioid use for non-medical purposes (with a focus on people ages 20-54)
 - or emerging issue (i.e. synthetic drugs, methamphetamine use).

Coalitions that host an event are eligible for a **\$500** incentive to offset the cost of staff time for coordinating logistics, facility fees, speaker fees, food/beverage, printing/copying, promotion or other expenditures as deemed appropriate by the coalition. The event itself will ideally be 1.5 hours in length. Coalitions will be provided with *Community/Candidate Forums: Guide to Organizing a Successful Event* and *Communities Talk: Town Hall Meetings to Prevent Underage Drinking Quick Start Planning Guide*.

Coalitions that participate must:

- Apply to participate by September 15, 2017.
- Communicate with Marshfield Clinic Center for Community Outreach staff as needed regarding the event.
- Include recognition of Northwoods Coalition on printed materials, etc.
- Invite key representatives to participate in the event, such as:

▪ Business leaders	▪ Legal professionals	▪ Public health officials
▪ Community leaders	▪ Local elected officials	▪ Retailers
▪ Education professionals	▪ Medical professionals	▪ State elected officials
▪ Human service staff	▪ Parents	▪ Youth
▪ Law enforcement officials	▪ Prevention specialists	

- Document the event and planned follow-up activities by completing the evaluation in SurveyMonkey by April 1, 2018.
- Submit event agenda or invite and project Invoice by April 1, 2018.



Drug Endangered Children Committee - \$500 DUE April 1, 2018

Purpose: The purpose of the Drug Endangered Children (DEC) Committee Project is to actively engage with a current county/tribal DEC program or to form a new DEC program. Coalitions will pull community resources together to help children living in drug endangered environments. Goals include:

- Establish or revise protocols for the identification, rescue, support and safe placement of drug endangered children
- Establish or revise a Memorandum of Understanding (MOU) between DEC committee members.

Coalitions that successfully participate in the DEC Committee Project are eligible for a **\$500** incentive to offset the cost of staff time for coordinating logistics, printing/copying or other expenditures as deemed appropriate by the coalition. Multiple coalitions within a county are encouraged to work together and each would be eligible for a \$500 incentive.

For more information on Wisconsin Drug Endangered Children: <http://www.wisconsindec.org/>

Coalitions that participate must:

- Apply to participate by September 15, 2017.
- Contact Cindy Giese, Statewide Wisconsin DEC Chair, by email at gieseck@DOJ.STATE.WI.US or phone 715-210-6706 to schedule DEC Awareness training for their communities (**new programs only**).
- Communicate with Marshfield Clinic staff as needed on the DEC Committee project.
- Include recognition of Northwoods Coalition on printed materials, etc.
- Submit DEC Protocol(s) established/revised during this project period.
- Submit a signed MOU between DEC committee members (i.e. Law Enforcement, Human Services, health care providers).
- Submit local meeting minutes and project Invoice no later than April 1, 2018.



Methamphetamine Project - \$500

DUE April 1, 2018

Purpose: Methamphetamine use has been identified as an increasing problem in Wisconsin communities and counties, with personal, domestic, social, financial, legal and environmental consequences and burden. The purpose of the Methamphetamine Project is to develop an Action Plan by which coalitions can identify root causes and local conditions that foster methamphetamine use, identify strategies for effective community change, and provide related educational opportunities. This can include implementing a mock display such as a bedroom, locker, or backpack.

Coalitions that successfully participate in the Methamphetamine Project are eligible for a **\$500** incentive to offset the cost of staff time for coordinating logistics, implementing the action plan, printing/copying or other expenditure as deemed appropriate by the coalition. Multiple coalitions within a county are encouraged to work together and each would be eligible for \$500.

Coalitions that participate must:

- Apply to participate by September 15, 2017.
- Communicate with Marshfield Clinic staff as needed on the Methamphetamine Project.
- Include recognition of Northwoods Coalition on printed materials, etc.
- Submit a Prevention Action Plan to address methamphetamine use in the community.
- Submit local meeting minutes and project Invoice no later than April 1, 2018.



Policy Initiative - \$1,000 **DUE April 1, 2018**

Purpose: The purpose of the Policy Initiative is to engage communities to establish formal changes in written procedures, bylaws, proclamations, rules or laws with written documentation and/or voting procedures around the issues of substance abuse. Examples include: workplace initiatives, school policies, law enforcement procedures and practices, public policy actions, and system change within government/tribes, communities, healthcare and businesses.

The Policy Initiative will:

- Address one or more of the following five state priorities:
 - underage drinking (ages 12-20)
 - adult binge drinking (ages 18-34)
 - drinking among pregnant women
 - drinking and driving (especially among people ages 16 to 34)
 - opioid use for non-medical purposes (with a focus on people ages 20-54)
 - or emerging issue (i.e. synthetic drugs, methamphetamine use).
- Empower communities to make environmental changes to prevent substance abuse.
- Mobilize communities around substance abuse prevention initiatives at the local, state, and national levels.

Coalitions that successfully initiate local policy change are eligible for a **\$1,000** incentive to offset the cost of staff time for coordinating logistics, facility fee, speaker fee, food/beverage, printing/copying, promotion or other expenditures as deemed appropriate by the coalition.

Coalitions that participate must:

- Apply to participate by September 15, 2017.
- Communicate with Marshfield Clinic staff as needed on the Policy Initiative.
- Include recognition of Northwoods Coalition on printed materials, etc.
- Submit local meeting minutes, written policy and project Invoice no later than April 1, 2018.
- Document the Policy Initiative and planned follow-up activities by completing the Policy Initiative survey in SurveyMonkey no later than April 1, 2018.



Prevention Action Plan - \$500 DUE April 1, 2018

Purpose: The purpose of the Prevention Action Plan Project is to unite coalitions and counties and/or health care agencies on substance abuse prevention projects. One strategy is to utilize the 20% prevention set-aside funding from the federal block grant that is given to counties to work on prevention plans. Coalitions can also engage with public health agencies, hospital systems and other community partners to establish or revise a plan. These plan processes are known as: Community Health Improvement Plan (CHIP) - public health/community health or Community Health Needs Assessment (CHNA) - hospitals.

Coalitions that successfully participate in the Prevention Action Plan Project are eligible for to receive a **\$500** incentive to offset the cost of staff time for coordinating logistics, implementing the action plan, and printing/copying. Multiple coalitions in a county are encouraged to work together and are each eligible for a \$500 incentive.

Marshfield Clinic staff will provide coalitions with their county or tribal Prevention Set-Aside Funding Profile comprised of data, if available from the state.

Coalitions that participate must:

- Apply to participate by September 15, 2017.
- Communicate with Marshfield Clinic staff as needed.
- Include recognition of Northwoods Coalition on printed materials, etc.
- Host at least 1 meeting with county government or agency staff responsible for the local prevention set-aside funds, using the provided agenda/meeting minutes template as a guide or work with community partners to establish or revise a CHIP or CHNA.
- Submit local meeting minutes and project Invoice by April 1, 2018.