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**Governor’s Overdose Prevention and Intervention Task Force Work Group:**

**Community Co-Chair Mini-Grant Application**

**Background and Summary:**

The Rhode Island Executive Office of Health and Human Services (EOHHS) [2020 Evidence Update and Strategic Program Review](https://preventoverdoseri.org/wp-content/uploads/2021/03/Interim-Evidence-Update-Report-Overdose-Task-Force-Meeting-12.9.2020-Final_-revised-03-12-21-002.pdf) for the Governor’s Overdose Prevention and Intervention Task Force identified key recommendations to further build a culture of community collaboration to address the drug overdose and addiction crisis in Rhode Island. The following community engagement strategies were identified as a result of the Strategic Program Review:

1. Elevate community leadership voices by naming a community co-chair for each identified Task Force work group, including a mechanism to compensate and honor authentic, robust leadership.
2. Provide monetary incentives for efforts to increase and diversify community-level engagement within Task Force Workgroups; and
3. Create an opportunity to provide as-needed incentives to stakeholders for project-specific needs (e.g., focus groups on communications materials).

The Governor’s Overdose Prevention and Intervention Task Force is offering mini-grants of **up to** **$4,950** (first payment of $2,475 after six months, final payment at twelfth month) to recognize and compensate community partners who serve as Work Group Community Co-Chairs. In this leadership role, Work Group Community Co-Chairs will provide essential subject-matter expertise and actively facilitate work group meetings. They may also be required to dedicate additional work hours to further engage community stakeholders.

Eligible applicants are individuals who work for community-based, non-profit organizations and/or community members who have experience with services, support, and engagement with populations impacted by overdose in Rhode Island. Interested candidates may submit the following application to be considered for the position of Work Group Community Co-Chair.

**To apply:**

Pleasesubmit the following documentsto Catherine Cool Rumsey no later than **5 p.m. on Friday, October 1, 2021:**

1. A fully complete Task Force Community Co-Chair Mini-Grant Application (see pages 2–5).
2. A completed [W-9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) to verify non-profit status and ensure timely processing of the grant award.

**Requirements:**

* Eligible applicants are individuals who are employed by a community-based, non-profit organization and/or community members who have experience providing services, support, and engagement to populations impacted by overdose in the state.
* Candidate submits a completed application to serve a minimum of 12 months as the Work Group Community Co-Chair.
* The application is reviewed and approved by the Work Group Chair and selection of Work Group members.

**Restrictions:**

Due to Federal budget restrictions, mini-grant funding may not be used for the following:

* Direct funding or expansion of substance use prevention, rescue, harm reduction or treatment programs.

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**Governor’s Overdose Prevention and Intervention Task Force Work Group:**

**Community Co-Chair Mini-Grant Application**

**Instructions:** Please review and complete application Sections I–IV in entirety.

The Governor’s Overdose Prevention and Intervention Task Force is offering mini grants of

**up to** **$4,950** (first payment of $2,475 after six months, final payment at twelfth month) to recognize and compensate community members who will serve as a Work Group Community Co-Chair. In this partnership and leadership role, the Work Group Community Co-Chair will provide their essential subject-matter expertise, actively facilitate workgroup meetings, and further engage and diversity stakeholders.

The purpose of the Work Group Community Co-Chair mini-grant is to recognize and compensate community members for their continued dedication to address Rhode Island’s drug overdose and addiction crisis. The role of the Community Co-Chair is to:

* Elevate community leadership voices, concerns, and insights.
* Increase community stakeholder participation during each Task Force work group meeting.
* Increase representation of people of color, particularly in positions of leadership.
* Increase representation of people of color who participate in Task Force workgroup meetings.
* Increase the number of community focus groups to support the vetting of key messages related overdose data, messaging, and other programmatic activities.

**Please select (x) next to the work group co-chair position you are applying.**

A separate application must be submitted if you are interested in applying to more than one work group.

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| --- | --- | --- | --- |
|  | Prevention Work Group |  | Rescue Work Group |
|  |  |  |  |
|  | Treatment Work Group |  | Recovery Work Group |
|  | Harm Reduction Work Group |  | Family Task Force Work Group |
|  | Racial Equity Work Group |  | Substance-Exposed Newborn Work Group |
|  | First Responder Work Group |  |  |
| **Name:** |
| **Phone: Email:** |
| **Organization Name:** |
| **Position/Title:** |
| **Organization Address:** |
| **Executive Director Name:**  |
| **Executive Director Email:**  |

**SECTION I: Candidate Experience (50 points)**

Briefly describe your and/or your organization’s experience in providing services and support to populations affected by drug overdose. Include any prior or current experience conducting overdose prevention, rescue response, harm reduction, treatment, or recovery services. If you do not have experience working with populations affected by drug overdose and are partnering with an agency that does, please identify that agency, along with your unique expertise that you could bring as a potential Task Force Work Group Community Co-Chair. Listing your skills and expertise with bullet points is encouraged.

**300 words maximum**

**SECTON II: Scope of Work to Be Performed (50 points)**

Please describe two to three initiatives you would like to prioritize and develop in relationship to the scope of work to be performed as a Task Force Community Co-Chair. Use of bullet points is strongly encouraged.

**500 words maximum**

**SECTION III: How will this position be evaluated?**

In the right-hand column titled, “Your Skills and Experience,” please describe in detail howyou will align your skills and experience to the corresponding primary activity. **Use of bullet points is encouraged.**

|  |  |
| --- | --- |
| **Primary Activities** | **Your Skills and Experience** |
| **Primary Activity #1:** Elevate community leadership voices, concerns, and insights.  | ***In each box below, use bullet points to list your skills and experience for each of the four primary activities.*** 1. Collaborates with Work Group Chair to create meeting agendas to ensure inclusion of community concerns/insights, proper planning, and support for each monthly meeting.
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| **Primary Activity #2:** Develop and execute on strategic plans to increase representation of people of color.* Increase the number of stakeholders attending each Workgroup meetings.
* Increase the number of diverse stakeholders represented in leadership positions
* Increase the number of diverse stakeholders represented in leadership positions
* Increase the number of focus groups held for vetting key messages, data, and other program activities
 | 1. Actively participates in 10 or more work group meetings per calendar year within the role of Community Co-Chair.
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| **Primary Activity #3:** Create opportunities to engage stakeholders for project-specific needs (e.g., focus groups on communications materials, addressing community needs) | 1. Brings into awareness community stakeholder concerns, interests, and insights during each monthly meeting. Supports the facilitation of open dialogue with fellow work group chair and community stakeholders.
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| **Primary Activity #4:** Lead one or more work group initiatives. | 1. Works to increase representation of people of color within Task Force work group membership. Actively participates in Task Force and Work Group discussions as a Community Co-Chair leader.
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**SECTION IV: Reimbursement**

The maximum budget for this mini-grant is $4,950.00. There is an option to divide the total amount of $4,950 into two reimbursements of $2,475 each. In this case, the first reimbursement of $2,475 will be made available at the six-month anniversary of serving as Community Co-Chair. The second reimbursement of $2,475 will occur after 12 months of service. The Community Co-Chair must submit invoices to their respective Work Group Chair prior to payment.

**Please note:**

Due to Federal budget restrictions mini-grant funding may **not** be used for direct funding or expansion of prevention, treatment, harm reduction or recovery programs currently funded by a state agency.

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount** | **Justification** |
| **Personnel**  |  | Work Group Community Co-Chair responsibilities outlined above |
|  | $2,475 | 1st payment at six months |
|  | $2,475 | 2nd payment at 12 months |
|  |  |  |
| **Total Budget** | **$4,950** |  |

**Application Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Application Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**