☑ INSTRUCTIONS FOR SUBMITTING YOUR PROPOSAL

☐ Fill out the Project Application form thoroughly

☐ Make sure your District # is on the application

☐ Submit applications via email to PO Grant Committee Chair, cpc-@oregonal-anon.org

☐ Please use this format in the subject line <u>"District # _____ Outreach Funds request"</u>

☐ You will receive an email confirmation when your application is received

☐ Application deadline is May 1, 2017

☐ Funds will be distributed at the July Assembly

☑ ACCOUNTABILITY: (2016 fund report must be complete to apply for 2017 funds)

☐ Submit a short progress report for publication in The Communicator, or Group Scoop, or both. Check with your DR for publication deadlines and dates. The Oregon Area appreciates and supports your efforts to get the message of hope and recovery out to your community.

☐ Be prepared to read a short (<15 minute) report on your District's project at either the November 2017 or March 2018 Assembly and turn script in to PO Grant Chair, Scott R. A suggested reporting outline is included here as page 3.

☐ When your project is complete and/or all funds are spent submit your receipts to Dawn K., Area Treasurer as outlined on page 3.

Frequently Asked Questions:

Q. How much can we ask for?
A. If all Districts participate there would be approximately $235 per District. However, last year only 3 Districts requested funds. If you have a less expensive project, ($200 to $400) there should be no problem funding it. If you want more you can request two amounts or a range of funds. For example: $200 to $600 then describe the project; "We would like $200 to buy literature for a treatment center $600 would buy literature for 3 treatment centers". For larger requests have a Plan B in case we need to grant you less money.

Q. What do you mean by "seed money" for a continuing District Outreach Project?
A. Funds can be used to establish, or continue, an on-going project or relationship with a professional, school, or treatment center; for example to regularly give out literature, such as "Al-Anon Faces Alcoholism".

Q. How do we get the money?
A. Put the name of the person, usually the District Treasurer, on the application and the checks will be made out and distributed at the July Assembly. (Save your receipts – Area Treasurer will want them at the end of the project)

Q. Direct any other questions to 2017 PO Grant Committee Chair, Scott R. cpc-@oregonal-anon.org

Thank you for your participation

2017 APPLICATION FOR OREGON AREA PUBLIC OUTREACH PROJECT GRANT FUNDS

DEADLINE FOR PROJECT APPLICATION IS MAY 1, 2017

1. Your District Number _____

2. The amount requested _____

3. Briefly explain your project. (example: Run Theater PSA -Name of Theater, or Distribute CAL -to whom) Need ideas: The Best Of Public Outreach Manual link!

4. Explain your budget for the project. (example: 2 months rent @ 150.00/month=$300.00, # of pieces of literature @ .35 ea =$70.00)

5. Describe how you will determine the success of your project. (example: keep track of newcomers by adding a line on the meeting sign-up sheet for "how you heard about us", or the number of CAL pieces given, PSA ad runs, article or news paper circulation

6. Will your District continue to support this project? Or is this 'seed money' for a continuing District Outreach Project? (Example: buy CAL then offer to give a presentation)

7. To whom shall the PO Funds Check be made payable to?
Name:

_____

_____

8. Request Assembly project presentation for
   ☐ November 2107 or ☐ March 2018.
       Name/Contact info: _____

Submit applications via email to PO Grant Committee Chair, cpc-@oregonal-anon.org
Please us this format in the subject line "District # _____ Outreach Funds request"

2017 REPORT OUTLINE FOR OREGON AREA PUBLIC OUTREACH PROJECT GRANT

DEADLINE FOR PROJECT REPORTS IS March Assembly 2018

Your District number: _____

☐ Briefly explain your project, including the amount of money you requested and received.

☐ Explain the planned budget for the project and the actual expenditures for the project.

☐ Explain what worked and how you know it did. (We realize the project might not have had time to "work" yet.)

☐ Explain what did not work, or did not work as anticipated.

☐ Explain lessons learned. In addition to points you want to share, please address the following questions:

- o What would others attempting this kind of project need to know?
- o Was this used as seed money for continuing District Outreach project, if so how?
- o What changes would you make in this project?

☐ Is someone involved in the project willing to give a BRIEF presentation at the ( ) November 2017 or ( ) March 2018 Assembly? Check one.

Name: _____

☐ Deadline for completed report is **March Assembly, 2018**. Send via E-mail to PO Grant Committee Chair, cpc-@oregonal-anon.org. In the subject line of your E-mail, please put your "District # _____ Outreach Fund Report". You will receive a confirmation email.

☐ Part of the accountability is turning in receipts to our Oregon Area Treasurer, Dawn K. Please put them all in an envelope labeled "District # _____ Public Outreach Grant Receipts". Deliver them to her via the following options:

- ☐ Snail mail: Area Treasurer, Dawn Killough, 3959 Holt Loop NE, Salem, OR 97305
- ☐ Bring them to the next assembly
- ☐ Bring them to AWSC meeting.
- ☐ Scan and email them to her at treasurer-@oregonal-anon.org

Thank you for your participation, your efforts are greatly appreciated!

Your Panel 56 Public Outreach Grant Committee