ATHENS-HOCKING-VINTON
Alcohol, Drug Addiction and
Mental Health Services Board

Community Partnership Fund Guidelines

Updated November 3, 2026

The Alcohol, Drug Addiction and Mental Health Services Board (317 Board) leads the planning, funding, and evaluation of behavioral health supports in Athens, Hocking and Vinton counties. The Board's focus is on individuals and families who are at highest risk of negative outcomes because of behavioral health challenges.

The 317 Board completed a strategic planning process in CY 2025. Increasing community voice and engagement through promotion of behavioral health wellness and stigma-reduction were identified as priorities. As a result, the Board has established a Community Partnership Fund to raise awareness of behavioral health issues, promote mental wellness and resiliency, reduce stigma, and enhance social connectedness. The Board seeks to reach and impact more county residents through engagement with new community partners and to ensure that residents from all three counties are proportionally served by this funding.

Eligible Applicants

- Non-profits, faith-based organizations, local governments or tax-exempt schools providing services within the 317 Board area.
    - Non-profits must have 501(c)3 status.
    - Grassroots organizations are eligible if a non-profit with 501(c)3 status acts as fiscal agent.
- At least 50% of the Community Partnership Fund will be reserved for community groups or organizations that the 317 Board does not currently fund.

- Faith-based organizations are eligible to receive funding for activities that are non-discriminatory or non-sectarian and that benefit the larger community.
- Applicants are limited to one application per fiscal year, per agency. If an agency has program sites in multiple counties, one application can be submitted for each county.

Application and Review Process

Application: Applications will be accepted on a rolling basis through June 30, 2027, or until the Fund is depleted, whichever occurs first.

The application must be submitted in the Board's Smartsheet platform and will include the upload of required documents. You will receive a confirmation email when it has been successfully submitted. If you do not receive this confirmation, contact the Board at 740.593.3177. Click on this link to complete the application: Community Partnership Funding Request

Application Requirements:

- This is a small grant program for modest requests that do not exceed $5,000. The 317 Board reserves the right to award more or less than the requested amount.
- Program/event must primarily impact Athens, Hocking or Vinton county residents.
- Program/event must be completed within twelve (12) months of application date.
- Program/event should be a community-based activity that addresses a growing challenge in Athens, Hocking or Vinton counties by raising awareness of the importance and skills for behavioral health wellness, reducing stigma, promoting prevention or enhancing social connectedness.
- Funding requests must show clear justification for the activities and amounts requested. Inkind or cash match is strongly encouraged. All funding sources for projects should be included on the budget submitted.
- Funds cannot be used for:
    - Clinical programs or treatment
    - General operating support for the organization
    - Events where the main purpose is to fund-raise for an organization or cause
    - Meals or refreshments exceeding $250
    - Capital improvements

- Contributions to candidates for elective office or for partisan purposes
- Financial assistance to other organizations or individuals
- Indirect costs (general operating expenses that support an organization, rather than being tied to a single specific activity.

Review Process: Submitted applications will be reviewed for eligibility, requirements, completeness and accuracy. The Board will seek clarification or revisions, if needed. Applications will be reviewed for impact, cost-effectiveness, alignment with the Fund's purpose and requirements, and equitable distribution across the Board area.

Questions: Requests for technical assistance can be directed to Svea Maxwell, Deputy Director via phone (740) 593-3177 or email svea@317board.org.

Funding Decisions & Award Requirements

Applications submitted by the 7th of the month will be notified by the end of that month whether the application has been approved or declined. If the application is approved, the applicant will receive an agreement and payment request form.

There will be no appeals. The 317 Board reserves the right to reject an application in whole or in part, if it determines that the award is not in the best interests of the Board or the communities it serves.

Release of funding will be grant specific—depending upon award amount and purpose. At least ten percent of the funds will be held until all deliverables are completed and a detailed invoice with receipts is submitted by the agreement deadline. The 317 Board reserves the right to deny funding if requirements are not met and all supporting materials are not received by the deadline.

Award Requirements:

- Add 317 Board logo on all promotional materials (signs, pamphlets, website, t-shirts, water bottles, magnets, etc.). List the 317 Board on all media releases. Logo will be provided with the award letter.
- Mention and tag the 317 Board on social media related to the event.
- Invite 317 Board staff to the program/event, with possibility of providing a booth/table for the 317 Board.
- Submit electronic copies of photos from the program/event.
- Final report submitted within 30 days of program/event completion.

Application Components

The application must be completed in full; there is no option to save a partial entry. Be prepared to provide the following information:

- Applicant name
- Applicant type (Non-profit, faith-based organizations, grassroot organization with a fiscal agent, local government or tax-exempt school)
- Contact (name, email, phone)
- Fiscal Contact, if different (name, email, phone)
- Total Event/Project Cost
- Amount Requested from the Board
- All sources of Non-Board Funding for the event/project
- Event/Project Abstract not to exceed 250 characters
- 1-3 Specific brief, measurable deliverables not to exceed 150 characters

Applicants must upload a Word document addressing the following items. Narratives must be written in 12-point font with one-inch margins and should not exceed two pages.

- Applicant name and a short description of your organization and its purpose
- What is the behavioral health need you want to address?
- Who is the target population? Include county(ies)
- What is the date for the project/event?
- Describe the event/project and the goals and objectives. Note any evidence for this approach.
- Who are your community partners? Applicants who are not current contract agencies of the Board are encouraged to submit a support letter from a certified behavioral health agency.
- # projected to be impacted by the event/project
- How will you evaluate and measure success? How will the target population benefit?
- Provide a budget description of how the funds will be used. Explain why this is a good use of public funds.

Applicants must also upload the following if they are not a current contract agency with the 317 Board:

1. A support letter from the designated Fiscal Agent, if different than applicant.
2. IRS form W-9 (Request for Taxpayer Identification Number and Certification for fiscal agent)
3. IRS letter of non-profit determination or, if not available, an explanation as to how your organization is an eligible applicant type.