

Strategic Plan Instructions

The strategic plan (formerly referred to as the Request for Application or RFA) explains the course of action by which a Municipal Alliance will engage in a community problem solving process. This plan is meant to evolve and change as the community changes. Below are instructions for completing each form. Please contact your County Alliance Coordinator for questions and further technical assistance.

Form 1A- Strategic Plan for Funding Municipal Alliances

Must be completed in its entirety and signed off by the Mayor. Additional signatures for Council/Committee person are necessary if required by the municipal government. If the municipality is part of a consortium, the Mayor's signature is required from all participating municipalities entering into the agreement.

Form 1B- Municipal Resolution

This is the suggested resolution. A town may submit a different resolution but the resolution must contain the amounts for DEDR, cash match and in-kind as well as the award period. If the municipality is part of a consortium, a resolution is required from all participating municipalities entering into the agreement. If the sample resolution is used as the template for your municipal resolution, it will fulfill the GCADA ordinance requirement.

Form 1C- Statement of Assurances

No signatures required but signing off on Form 1A acknowledges abiding by these requirements.

Form 1D- Fiscal Requirements

No signatures required but signing off on Form 1A acknowledges abiding by these requirements.

Form 2- Alliance Vision and Mission

Vision and mission must be listed. This process should be conducted with the Municipal Alliance Committee.

Form 3- Municipal Alliance Committee Membership List

The membership of the Municipal Alliance should include as many individuals from different sectors as possible. Membership list should be utilized as a guide to establish a committee that is representative of the community. Please review the Municipal Alliance Capacity document for further instructions and guidelines.

Form 4A- Logic Model

Only four local conditions are to be listed on the Logic Model. Additionally, the Alliance will need to add in the interventions/programs on this page. The interventions/programs should be listed by name and include the number of the local condition that it corresponds with (see the local condition number on the upper left hand corner of each local condition). For example:

Responsible Beverage Server Training
LC: 1

Parenting Sessions
LC: 2, 3

There must be a Form 7 for each intervention/program listed.

Form 4B- Logic Model Data Sheet

This form only needs to be completed if the data from the logic model does not fit in the box provided on Form 4A.

Form 5- Municipal Alliance Committee Capacity Assessment Tool

The capacity assessment tool must be completed with your Municipal Alliance Committee. The completed form must be part of the strategic plan submission. Please review the Municipal Alliance Capacity document for further instructions and guidelines.

Form 6- Alliance Coordination Plan

This form is only required to be completed by paid Alliance Coordinators. This includes those receiving a stipend or salary from the line items of personnel/township employee or consultant. A sample of Form 6 has been provided for your convenience.

Form 7- Alliance Action Plan

One form must be completed for each intervention/program. The goal is to provide comprehensive programs with multiple strategies, rather than singularly focused programs; therefore, an Alliance may not exceed 15 interventions/programs. A sample Form 7 has been provided for your convenience.

Please review the Municipal Alliance Planning and Evaluation documents for further instructions and guidelines for completing Form 7.

Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 2014-June 2019

Form 8- Alliance Budget

Each intervention/program must be listed on this form. If there is a paid Alliance Coordinator then the top line listed "Alliance Coordination" will need to match the information listed on Form 6 in the "Coordination Budget and Expenses" box. For Alliance Coordinators that are not paid, the "Alliance Coordination" line will be left blank. Signatures are not needed if this form is completed as part of your initial strategic plan.

Once the strategic plan is approved, this form will also serve as the budget modification form. Please see the budget modification instructions to complete a budget modification and obtain the required signatures.