

The National Every 15 Minutes 2012-2013  
Mini-Grant Application Packet  
&  
Program Rules

The National Every 15 Minutes Organization thanks you for your interest in participating in the Every 15 Minutes program and for your interest in applying for the 2012-2013 mini-grant opportunity. To be eligible for funds, your school must be planning an Every 15 Minutes program to take place this school year.

Through the Every 15 Minutes Mini-Grant program, funds of up to \$500 are available to high schools that complete the program in its entirety. **Funds from this grant are to be used specifically toward the Every 15 Minutes Project Manager Software.**

Please follow the directions below when applying for the Every 15 Minutes Mini-Grant.

- Complete the application coversheet, questions, and the mini-grant contract.

Attention: Grants  
Every 15 Minutes  
P.O. Box 20034  
Lehigh Valley, PA 18002-0034

- The contract ***MUST*** be an ***ORIGINAL*** and must be signed by the ***principal or the assistant principal*** and sent to us by November 30, 2012
- The program must be held before June 17, 2013

**NOTE: Every 15 Minutes mini-grants can only be issued to high schools hosting the program during the 2012-2013 school year. Completed applications and contracts must be filled out and returned to National Every 15 Minutes Organization for review and approval. Either the principal or assistant principal and the National Every 15 Minutes Organization must sign the mini-grant contract before beginning the Every 15 Minutes event.**

For more information or to receive an application packet by mail, please contact Grants, by phone at 484-898-0390 or by e-mail at [info@every15minutes.com](mailto:info@every15minutes.com)

EVERY 15 MINUTES  
MINI-GRANT 2012-2013

Application Coversheet

**Mini-Grant Information** (Please Type or Print Clearly)

School Name Contact: \_\_\_\_\_

School Contact Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Preference for contact during the summer months (circle one)**      Phone      E-mail

Summer contact information (phone / e-mail address): \_\_\_\_\_

**Every 15 Minutes Program Information**

Dates Scheduled: \_\_\_\_\_

Name of High School: \_\_\_\_\_

School District: \_\_\_\_\_

Address: \_\_\_\_\_

Principal: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Every 15 Minutes Certified Coordinators Information:**

Name: \_\_\_\_\_ Organization/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date you took our training class: \_\_\_\_\_

**Emergency Response Information:**

Name of Police Dept: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Name/Email Address: \_\_\_\_\_

Name of Fire Dept: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Name/Email Address: \_\_\_\_\_

Name of EMT Dept: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Name/Email Address: \_\_\_\_\_

Name of Hospital: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Name/Email Address: \_\_\_\_\_

**Return the application coversheet along with questions, ORIGINAL signed contract, and PROOF OF YOUR SCHOOL'S TAX EXEMPTION STATUS TO:**

Attention: Grants  
Every 15 Minutes  
P.O. Box 20034  
Lehigh Valley, PA 18002-0034

## Mini-Grant Application Questions

Name of School & District: \_\_\_\_\_

Type of School: (circle one)                      Rural                      Urban                      Suburban

Total Student Population: \_\_\_\_\_

Total population for your    Freshman \_\_\_\_    Sophomore \_\_\_\_    Junior \_\_\_\_    Senior \_\_\_\_

Is there a PTA or any comparable parent organization/group at your school? If yes, please list the organization/group names:

Have any **Student Organizations** at your school expressed and interest in youth-alcohol related issues?

Yes                      No

If yes, please list **ALL** applicable organization(s) and briefly define their purpose:

What **follow-up actions/programs** is your school planning to continue youth alcohol awareness after conducting the Every 15 Minutes Program? Briefly describe:

List **other school-based activities/programs** pertaining to alcohol-related issues that your school has participated in over the past 2 – 3 years:

How many students at your school have been **killed or seriously injured** in the past three years in auto crashes? (Include all crashes, not just alcohol-related crashes)

Reason(s) for interest in the Every 15 Minutes program: (Check all of the following that apply)

Homecoming

National Drunk & Drugged Driving Month

Prom

Alcohol related tragedy/student death

Red Ribbon Week

Student concern regarding alcohol use by peers

Graduation

Community concern regarding underage drinking/DUI

Spring Break

Other: \_\_\_\_\_

School Tax ID # \_\_\_\_\_

**EVERY 15 MINUTES 2012-2013  
MINI-GRANT CONTRACT**

State of \_\_\_\_\_ County of \_\_\_\_\_

This grant is made by and between the National Every Minutes Organization, hereinafter called the "Organization", and:

\_\_\_\_\_  
(Name of High School)

\_\_\_\_\_  
(Contact Name)

\_\_\_\_\_  
(Mailing address if different from physical address)

\_\_\_\_\_  
Hereinafter called the "Grantee"

**WITNESSETH**

WHEREAS, traffic crashes, many of which involve alcohol and other drugs, are a leading cause of death and serious injury for young people (ages 15-19): and,

WHEREAS, the State desires to provide mini-grants as "seed money" to high schools to support Every 15 Minutes activities; and,

WHEREAS, the Grantee will conduct an Every 15 Minutes program, as defined below, and report to the Organization on the results; and,

NOW THEREFORE, in consideration of mutual covenants and agreements herein contained, the Organization and Grantee mutually agree as follows:

**AGREEMENT**

1. This agreement becomes effective on \_\_\_\_\_, or when fully executed by all parties hereto, whichever occurs later, and shall terminate on or before \_\_\_\_\_, or unless otherwise terminated or modified as hereinafter provided.
2. As defined here, Every 15 Minutes is a high school-based underage drinking, and drinking and driving awareness and prevention program that includes the following minimum components: a mock crash scene, the "living dead", an overnight retreat, and an assembly for students and parents.
3. The purpose of Every 15 Minutes is:
  - a. To educate the student body of the cause and effects of underage drinking and drinking alcohol and driving; and,
  - b. To reduce deaths and injuries associated with underage drinking and drinking alcohol and driving.
4. The funds will be used to cover expenses for the Every 15 Minutes Project Manager™.

5. The Grantee will provide the Organization a report on activities conducted and the number of students participating in the program after completion.
6. The Grantee agrees to comply with Attachment 1, General Provisions.

IN WITNESSETH WHEREOF, the parties of this agreement have executed duplicate counterparts.

THE GRANTEE

National Every 15 Minutes Organization

By: \_\_\_\_\_  
(Principal or Assistant Principal)

By: \_\_\_\_\_  
(Signature of Administrator)

\_\_\_\_\_  
(Type Name and Title)

\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## GENERAL PROVISIONS

1. The Grantee shall request the Project Manager Software on a standard type of invoice acceptable by the Organization by November 30, 2012. The original copy should be submitted to the Organization.
2. The Organization will provide the Project Manager Software within thirty (30) days from receipt of the Grantee's request for such, if the request is properly prepared, executed, and documented.
3. The Grantee understands that acceptance of Project Manager Software under this agreement acts as acceptance of the authority of the Organization, or any successor agency, to conduct an audit or investigation in connection with the software. Grantee further agrees to cooperate fully with the Organization or its successor in the conduct of the audit or investigation, including providing all records requested. The Grantee will ensure this clause concerning the authority to audit the software used indirectly by others through Grantee and the requirement to cooperate is included in any subcontract it awards.
4. This agreement may be terminated before the established completion date by either party upon failure of the other party to fulfill its obligation under this agreement upon ten (10) days written notice or by mutual consent.
5. The Grantee shall save harmless the Organization from all claims and liability due to activities of himself, his agents, or employees performed under this agreement and which result from an error, omission or negligent act of the Grantee or any person employed by the Grantee. The Grantee shall also save harmless the Organization from any and all expenses, including attorney fees, which might be incurred by the Organization in litigation or otherwise resisting said claim or liability which might be imposed on the Organization as the result of such activities by the Grantee, his agents or employees.
6. The Organization and the Grantee shall not assign or otherwise transfer its rights or obligations under this agreement except with the prior written consent of the other party.
7. Upon completion or termination of this agreement, all documents prepared by the Grantee or furnished to the Grantee by the Organization shall be delivered to and become the property of the Organization. All data prepared under this agreement shall be made available upon request to the Organization without restriction or limitation on their future use. The Grantee may, at his own expense, have copies made of the documents or any other data he has furnished the Organization under this agreement without restriction or limitation on their future use.
8. The Organization's policy mandates that employees of the Organization shall not accept any benefits, gifts or favors from any person doing business or who may be reasonably expected to do business with the State under this agreement. Any person doing business with the State under this agreement may not make any offer of benefits, gifts or favors to Organization employees. Failure on the part of the Grantee to adhere to this policy may result in the termination of this agreement.
9. In the case any one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceable act shall not affect any other provision thereof and this shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
10. This agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings, written or oral agreements between the parties respecting the within subject matter.
11. The agreement shall be construed under and in accordance with the laws of the State of Pennsylvania. Any legal actions regarding the parties' obligations under this agreement must be filed in Northampton County, Pennsylvania.

# Every 15 Minutes Report of Activities

Name of School: \_\_\_\_\_

Day(s) and Date(s) the Every 15 Minutes program was held: \_\_\_\_\_

Number of *students actively involved* in the program: \_\_\_\_\_

Estimate of total persons involved in planning/presenting the program (including students, present teachers, community numbers, etc.): \_\_\_\_\_

1. **Community members/others involved** planning and presenting the program (Check all that apply):

- a. Parents
  - b. Community groups (Boys and Girls Club, Rotary, etc.)
  - c. School officials (i.e. teachers, principals, coaches, counselors, etc.)
  - d. School board members/local politicians decision-makers
  - e. Media/reporters
  - f. Local businesses
  - g. Hospitals/medical personnel
  - h. Emergency medical services
  - i. Fire department
  - j. Police/sheriff's department
  - k. Courts (judges, prosecutors)
  - l. Funeral home/Medical examiner's office(s)
  - m. MADD/SADD or related organizations
  - n. Other: (Please specify)
- \_\_\_\_\_

2. **Components** of your school's Every 15 Minutes program (Check all that apply):

- a. Mock crash scene
  - b. Living dead (i.e. Signifying the number of people injured or killed in alcohol-related crashes by having students wear black/paint their faces and not communicate during the school day)
  - c. Parent death notification of mock student deaths
  - d. Arrest/adjudication of DUI offender
  - e. Survivor or student counseling/debriefing
  - f. Medial treatment of crash victim(s) at a local hospital/emergency room/clinic
  - g. Overnight retreat
  - h. Letters to parents/friends to/from the "dead"
  - i. Victim(s) funeral/memorial session and/or school assembly
  - j. Video production of events
  - k. Hospitality and media room/press briefing
  - l. Other: (Please specify)
- \_\_\_\_\_

3. How *effective* do you think your program was in **preventing underage drinking and relaying the consequences of drinking and driving** to the following:

Very Effective      Effective      Only Somewhat Effective      Not Effective

Students directly participating in the E15M Program  
Students observing the program  
Parents  
School faculty/staff  
Community Members



# Every 15 Minutes Invoice

**Official letterhead of your high school**

Attention:  
Grants  
National Every 15 Minutes Foundation  
P.O. Box 20034  
Lehigh Valley, PA 18002-0034

Quantity	Item	Unit Price	Total
1	Itemize what was purchased here	Actual amount spent on each item up to \$500.00	Actual amount spent up to \$500.00
1	Every 15 Minutes Project Manager Software	No more then \$500	No more than \$500

I certify the above invoiced goods and services were purchased expressly for the Every 15 Minutes program and that the purchases comply in every way with the contract they were purchased under.

\_\_\_\_\_  
Signature or Principal or Assistant Principal

\_\_\_\_\_  
Print Name and Title

Email Address of Coordinator who will be using the Project Manager Software:

\_\_\_\_\_