



Notice of Funding Availability (NOFA)
SUBSTANCE ABUSE PREVENTION MILL LEVY (SAP ML)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

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Contact Us

grants@missoulacounty.us

406-258-4657



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OVERVIEW

Program Description and History

The Substance Abuse Prevention Mill Levy (SAP ML) was originally [approved by Missoula County voters in 2008](#) to support prevention programs that help build healthy youth and families and reduce the negative consequences and high costs of underage substance abuse.

Eligibility

Eligible applicants must meet all the following requirements:

- Be a nonprofit organization with current 501(c)(3) status, a governmental entity, tribal government, or public school district.
- Provide underage substance abuse prevention services within Missoula County.

Proposed projects must align with the purpose of the SAP ML as approved by voters and must be based upon proven programs, including the following:

- Maintain a coalition that coordinates substance abuse prevention efforts within Missoula County;
- Provide community education about the risks and costs of abusing alcohol, tobacco, and other drugs;
- Offer supervised non-school hour activities that give young people alternatives to drug use and opportunities for positive youth development; or
- Provide early intervention to help youth and families address alcohol, tobacco, and other drug problems.

Project Period

Funding awarded under this NOFA will support activities conducted during the period:

July 1, 2026 through June 30, 2027

All funded activities and expenditures must occur during the project period unless otherwise approved in writing by Missoula County. Funds may not be expended or obligated prior to July 1, 2026.

Funding Amount

For Fiscal Year 2027, the total levy amount is \$384,539.

Matching funds

No matching funds are required.

Application Deadline

All application materials must be submitted by 11:59 p.m. Mountain Time on Friday, May 8, 2026.

Late and/or incomplete applications will not be accepted.



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Submission Process

Online Grant Portal

Applicants seeking SAP ML grant monies will submit their applications using an online platform. This grant portal system requires prospective applicants to create an account to access and submit their applications. Here are the steps:

Create an account in the Missoula County Grant Portal:

- Try to do this as soon as possible to allow time to gain familiarity with the system.
- The link to the grant portal is <http://missoula.co/grantportal>.
- See below for an image of the landing page. Note the grey “Create New Account” button in the lower left-hand corner.
- **NOTE:** If you already have an account, click on the blue “Log On” button and proceed.

Logon

Email Address*

Password*

Log On Create New Account

Welcome to the Missoula County Grant Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Watch the training video and review the information about the online system:

- The training video and accompanying information is helpful to understand how to create an account and navigate an application.
- It is recommended that you invest a few minutes of your time to watch the video and get acquainted with how to navigate the online system.
- Those resources can be found here <https://support.foundant.com/hc/en-us/articles/4479853059991>
- **NOTE:** The training sections are generic about the grant portal features and navigating the system. They are not specific to the SAP ML grant application. However, your experience applying for the SAP ML grant will be much better if you are comfortable navigating the system.

Accessing your application:

- Once you have created an account, you will use the grant portal when returning to work on your application and ultimately to submit the application.
- The grant portal is where you will also submit your quarterly reports.
- Note the blue “Log On” button in the lower left-hand corner of the page.
- Consider bookmarking the grant portal page for ease of access.

Collaborating:

- The system has a new collaborator feature that allows two users to work together on a



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single application.

- NOTE: Applicants should avoid working simultaneously on the same application to prevent overwriting each other's changes.
- To learn how to turn on this feature, view this tutorial:
<https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration>

Missoula County Contact

If you have questions about the Substance Abuse Prevention Mill Levy grant opportunity, contact the Grants and Community Resources Department at grants@missoulacounty.us.

Application Review Process

Applications will be reviewed through a competitive process for completeness and responsiveness, with an emphasis on alignment with the purpose of the Substance Abuse Prevention Mill Levy and the requirements outlined in this Notice of Funding Availability.

The review committee comprises one member of the Missoula Board of County Commissioners and community members with relevant experience and is staffed by a county grants administrator.

The review panel will evaluate applications using a standardized scoring rubric. Point values for each section are included within the application instructions.

The review process includes both individual scoring by committee members and a group review, during which scores are discussed and funding recommendations are developed.

In June 2026, county administrators will receive preliminary funding recommendations from the review committee. During this period, adjustments to those recommendations may occur, depending on the anticipated fiscal year budget. Applicants may be requested to submit revisions to their original application and budget. Final adoption of Missoula County's fiscal year budget typically occurs in early September, after which the process for finalizing FY27 contracts with SAP ML grant awardees will begin. The contract period will be retroactive to July 1, 2026.

Reporting Requirements

Organizations awarded funding must comply with the following reporting requirements:

1. Quarterly Progress Reports

Grantees must submit a quarterly progress report, including narrative information and data demonstrating progress toward the goals and objectives outlined in the approved application.

2. Quarterly Financial Reports

Grantees must submit a quarterly financial report detailing expenditure against the approved project budget.



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3. Reporting Deadlines

Both the Progress Report and Financial Report must be submitted within 20 days following the end of each quarter of the grant period.

Reporting forms and submission instructions will be provided when the grant agreement is carried out.

Quarter	Months Covered	Quarterly Report Due Date
1	July—September	October 20
2	October—December	January 20
3	January—March	April 20
4	April—June	July 20

Additional Requirements for Awarded Grantees

Organizations receiving SAP ML funding are required to:

1. **Attend at least six Healthy Missoula Youth (HMY) Coalition meetings per year.** The coalition meets on the third Wednesday of each month from 12:00 p.m. to 1:30 p.m.

Applicants are encouraged to review the [HMY bylaws](#) and to consider their capacity to fully engage in coalition activities.
2. **Complete two Missoula County-sponsored substance abuse prevention trainings per year.** The trainings are offered throughout the year and will be announced via email.

Timeline

The following is a preliminary timeline for the FY 2027 SAP ML funding cycle. Dates are subject to change.

Notice of Funding Availability (NOFA) release	April 1, 2026
Application deadline	May 13, 2026 by 11:59 PM
Staff notify applicants of tentative SAP Mill Levy award amounts	Early July 2026
Board of County Commissioners approves final county budget, including SAP Mill Levy award amounts	September 2026
Staff notify applicants of the final award amount, contracting process begins	September 2026
Quarter One funding distributed to recipients	November 2026



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Application Definitions

Collaboration: Organizations or partners working together to support youth and deliver services.

Collaboration may include shared programming, referrals, or coordinated efforts to address youth substance use prevention.

Prevention: Programs, activities, and strategies that aim to reduce the likelihood that youth will begin using substances. Prevention efforts focus on strengthening protective factors, reducing risk factors, and supporting healthy development.

Protective Factors: Protective factors are things in a young person's life that help reduce the likelihood of substance use or other risky behaviors. These can include strong relationships with family or mentors, feeling connected to school or community, positive peer groups, and opportunities to participate in healthy activities.

Risk Factors: Conditions or experiences that increase the likelihood of substance use or other harmful behaviors among youth. This may include things like family conflict, academic struggles, social isolation, or community norms that normalize substance use.

Unduplicated Participants: The number of individual youths served by a program during a reporting period. Each participant is only counted once, even if they participate in multiple activities or services.

Youth: For the purposes of the SAP ML, youth generally refer to individuals under the age of 18.

APPLICATION COMPONENTS

Applications must be submitted online through the Missoula County Grant Portal at <http://missoula.co/grantportal>.

Applicants can save their work and return to the application before submitting. Responses may be drafted in a separate document and pasted into the online system. Applicants must adhere to the character limits specified in each section.

Applicants are responsible for reviewing all instructions and guidelines in this Notice of Funding Availability and within the Grant Portal. The review committee will evaluate scored sections based on the criteria below. Each section is assigned a point value, and applications will be scored based on how well the responses address the questions.

NOTE: Completeness and accuracy of the application, along with the applicant's past performance managing Missoula County grants (such as timely report submission and accurate financial and progress reporting), will be considered during the review process



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The following application sections are required within the Grant Portal. Sections marked as “Not Scored” are required but will not impact the review committee’s numerical evaluation.

Organization and Project Overview (Not Scored)

Applicants must provide:

- Organization Name
- Project Contact (Name, Title, Email, Phone)
- Authorized Signatory (Name, Title, Email)
- Project Title

The **Project Contact** will be responsible for project implementation and report submission. They will also serve as the primary point of contact between the organization and Missoula County.

The **Authorized Signatory** is the person authorized to sign contracts on behalf of the organization, should the organization receive an SAP ML award.

Project Synopsis (Not Scored, 500-character limit with spaces)

Provide a brief description of the proposed prevention project. This synopsis may be used for public-facing materials describing funded projects.

Make sure to include:

- Who is being served (e.g., seniors, youth, a specific community or population).
- How the funds will be used (e.g., to support a staff position or program activities).
- What project or activities the funds will support (e.g., an educational program or supportive services).

Example: *County funding supports staffing for education and outreach to families, helping build financial management skills and work toward long-term financial stability.*

Amount Requested (Not Scored, 50-character limit with spaces)

Enter the total amount of SAP ML funding requested for FY 2027.

Previous SAP ML Funding (Not Scored; 3,000-character limit with spaces for each bullet point)

If your organization has received SAP ML funding previously, briefly address the following:

- **Impact on the Organization:** Describe how SAP ML funding has supported your organization’s prevention efforts. You may discuss how funding has strengthened staffing, programming, partnerships, or the ability to serve youth and families.
- **Project Success:** Provide one example of a successful outcome from your SAP ML-funded work. Describe what was accomplished and how it contributed to preventing or reducing substance use among Missoula County youth. Include measurable results when possible (for example: number of participants served, survey results, or other indications of change).



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- **Project Barriers:** Describe any challenges or barriers encountered during project implementation. Explain how these barriers were addressed and any adjustments that were made. If applicable, describe what your organization learned from these challenges and how that learning has informed your work.
- **Healthy Missoula Youth Attendance:** Prior year grantees are expected to participate in the Healthy Missoula Youth coalition meetings and county-sponsored SAP trainings. Briefly describe your organization's participation during the previous award year.
- **Funding Increase Request:** If you are requesting an increase in funding compared to previous years, briefly explain the reason for the request. This may include expanded programming, increased demand for services, or other factors affecting program costs.

PROJECT NARRATIVE (55 Points Total; the breakdown for each section is noted)

In this section, applicants provide detailed information about the proposed prevention project for which SAP ML funding is requested, including the need being addressed, the population served, and the activities and outcomes expected.

While the review committee understands that this work exists within the broader context of your organization, responses should clearly describe the specific activities and outcomes that will be supported by SAP ML funds.

Applicants are encouraged to reference relevant findings from the [2021 Missoula County Substance Use Care System Needs Assessment](#) and other local data sources where appropriate.

Executive Summary (5 points; 3,000-character limit with spaces)

Summarize the project for which you are seeking SAP ML funds.

Responses should:

- Clearly state the problem or the prevention need to be addressed
- Identify the population served
- Describe primary strategies or activities
- Identify anticipated outcome
- Be concise but able to stand alone if separated from the full application

Avoid general statements. Provide clear and specific information about what will be implemented and the outcomes expected.

Program Need (15 points; 6,000-character limit with spaces)

What substance abuse prevention need(s) does your program address in Missoula County?

Provide:

- Information on the specific population to be served
- A description of the substance abuse prevention need to be addressed



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- An explanation of how the proposed project responds to that need
- Local data or other supporting information, where possible

Responses should demonstrate a clear connection between the identified community need and the proposed project activities.

Project Detail (10 points; 6,000-character limit with spaces)

Which risk and/or protective factors does your project target?

Applicants must:

- Clearly identify the risk and/or protective factors being addressed
- Describe the best practice model or research base informing the project design
- Explain how fidelity to the model or best practice will be maintained
- If not using an established best practice, cite research or evidence supporting proposed activities
- Describe how progress and outcomes will be assessed (including use of [Montana Prevention Needs Survey](#), if applicable)
- Clearly connect activities to identified risk/protective factors

Project Reach and Engagement (5 points; 2,000-character limit with spaces)

Describe your program's reach. Approximately, how many unduplicated participants will your program serve between July 1, 2026, and June 30, 2027?

If applicable, include:

- Estimated number of unduplicated participants
- Staff-to-participant ratio or level of participant engagement
- Recruitment methods
- Description of depth or frequency of services or activities provided

Capacity (10 points; 2,000-character limit with spaces)

Describe your organization's capacity to implement the proposed project.

Include:

- Experience and qualifications of staff responsible for the project
- Prevention expertise or relevant training
- Experience managing grant funds
- Organizational infrastructure to support program implementation and reporting

Partnerships (5 points; 2,000-character limit with spaces)

List all organizations your agency has collaborated with on this program and briefly describe each partnership.



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If new partnerships are proposed:

- Describe the parties involved
- Outline intended roles and outcomes

Explain how collaboration reduces duplication of effort and strengthens prevention impact.

Project Evaluation (5 points; 2,000-character limit with spaces)

Describe how your organization gathers feedback from program participants or the community and how this information is used to improve the program.

Examples may include:

- Participant surveys or feedback
- Community input
- Evaluation findings
- Adjustments made based on feedback

WORKPLAN (20 points)

Provide a detailed workplan that outlines how the SAP ML-funded activities will be implemented during the grant period (July 1, 2026 – June 30, 2027)

The workplan must include:

- Goal(s)
- Objective(s)
- Action steps/activities
- Timeline (Q1, Q2, Q3, Q4)

The application has two goal sections. Applicants are required to complete at least one goal. If only one goal is applicable, the second goal section may be left blank.

Goal

A broad statement describing the intended long-term change resulting from the proposed project. Goals should reflect the prevention need(s) identified in the **Project Need** section.

Goals should be:

- Clear
- Achievable
- Realistic
- Prevention-focused

Objective:

A specific, measurable milestone that supports achievement of the goal.



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Objectives must be:

- Measurable
- Achievable
- Realistic
- Time-bound

Objectives should start with the word “To” and clearly identify a measurable outcome (e.g., number served, percentage changed, completion rate)

Action Steps/Activities

Specific tasks that will be completed to achieve the objective.

Each action step must:

- Be concrete and measurable
- Clearly relate to the stated objective
- Identify the party responsible
- Identify the timeframe (Q1-Q4)

Each text cell in this section has a 250-character limit (including spaces)

Timeline Definitions

- **Q1:** July-September
- **Q2:** October-December
- **Q3:** January-March
- **Q4:** April-June

Reporting Requirement

If awarded funding, grantees will report progress toward stated goals, objectives, and activities in each quarterly Progress Report.

Workplans should therefore be realistic, measurable, and structured to enable clear quarterly reporting.

BUDGET DETAIL WORKSHEET (10 points; upload file)

How will you use Missoula County SAP ML funds for your project?

Applicants must complete and upload the [Budget Detail Worksheet](#).

Requirements:

- List only costs that will be paid with SAP ML funds
- Do not include costs covered by other funding sources
- All costs must directly relate to the project described in the application
- Administrative fees, general overhead, and indirect costs are not eligible expenses



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Instructions:

1. Download the [Budget Detail Worksheet](#)
2. Save the file with the preferred filename structure that includes your agency's name and FY27 in the filename of the saved worksheet. Example: "FY27 Fruits-N-Kids SAP Budget Detail."
3. Upload the file using the "Upload a file" button within the application located in the grant portal.

(File size limit: 5 MB)

BUDGET NARRATIVE (15 points)

Use this section to explain how each cost listed in the **Budget Detail Worksheet** was calculated and how it supports the proposed project.

For each line item:

- Explain how the amount was calculated
- Describe how the expense supports project goals and objectives
- Ensure alignment between the budget, workplan activities, and projected participants

Budget requests must be reasonable, clearly justified, and directly connected to the proposed project prevention activities.

Below is an example of the information and layout you will be expected to provide for each budget line item. Examples of the information to include are shown in the online grant application for each project cost. Review those as soon as possible so you know what information you will need to gather and calculate.

Salaries & Wages Narrative

Position title: Program Coordinator

Position FTE and equivalent hours: 1 FTE (equal to 2080 hours per year)

Hourly wage: \$20.00 per hour

FTE portion supported by SAP ML: .25 FTE (equal to 520 hours per year)

Amount of SAP ML funding for position: \$10,400 (\$20 per hour x 520 hours)

Narrative: The Fruit-N-Kids Program Coordinator is supported by multiple revenue sources, and .25 FTE is needed to support activities directly related to the SAP ML-funded project. This position conducts outreach to recruit and coordinate volunteers to pick up the fruit and distribute it to the participating elementary schools. The coordinator also works closely with the school administration to organize and manage the fruit distribution to the students.



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ATTACHMENTS (required, no points)

Attach the following two documents:

Organizational Chart

Upload a file showing the structure of the applicant's organization/agency.

File Size Limit: 5 MB

Certificate of Insurance

A Certificate of Insurance (COI) (see [example](#)) must be provided with the following included per Missoula County policy:

- Minimum \$1 million per occurrence
- Minimum \$2 million in the aggregate for general liability coverage plus workers' compensation as required by state law
- If automobiles are used in carrying out the service provided under contract, \$500,000 in auto liability is required
- Missoula County must be an Additional Insured and a Certificate Holder
- Missoula County as a Certificate Holder:

Address to use:

Missoula County 200 W. Broadway
Missoula, MT 59802