



## **DUBOIS COUNTY SUBSTANCE ABUSE COUNCIL PROGRESS REPORT FOR PREVIOUSLY FUNDED GRANTS**

INSTRUCTIONS: Please do not include this instructions page with your progress report.

1. Contact the Dubois County Substance Abuse Council (SAC) Coordinator ([dcsac@duboiscountyin.org](mailto:dcsac@duboiscountyin.org)) to be placed on the agenda for presenting your verbal and written progress report.
2. Prepare a 2-5-minute verbal presentation for the grant meeting regarding how your grant request impacted at least one of the SAC problem statements found on page 2 in this application.
3. Use a computer to enter responses on this progress report form. Detailed responses are appreciated.
4. Submit ONE original application request of this written progress report to the SAC Coordinator as part of your verbal presentation.
5. If you are unable to submit a verbal and written progress report by the due date listed on the bottom right corner of the acceptance letter, you must notify the SAC coordinator. You may request to reschedule your progress report. Failure to submit a written and verbal progress report can result in your agency becoming ineligible for future funding. A progress report may be required before seeking future funding.
6. You are welcome to submit additional pages to this progress report, if needed.
7. Any question that is “not applicable” should be marked “N/A.” The SAC reserves the right to request additional information.
8. Please DO NOT change this form in any way. Altering the report could have your future grant applications rejected for funding considerations.

Any questions can be directed to the SAC Coordinator via email at [atdcsac@duboiscountyin.org](mailto:atdcsac@duboiscountyin.org)



**MISSION STATEMENT:** The mission of the Dubois County Substance Abuse Council is to reduce substance abuse and the problems associated with substance abuse in Dubois County Youth and Adults in order to enhance family and community life.

**PROJECT DESCRIPTION:** Grant funds must specifically address at least one of the three SAC problem statements. Which of the three problem statements did your project incorporate?

1. Lack of education and awareness among generational families regarding substance use leads to abuse, neglect, and increased criminal activity.
2. Lack of access to and knowledge of treatment services for community members, especially those with barriers, reduces the number of services being provided.
3. Criminal justice and other agencies lack funding to purchase equipment and supplies to identify and combat substance misuse.

Please be specific and detailed for all responses below:

1. How did your Project impact the identified problem statement? Please include statistics reflecting before and after or other proof of success.

2. How many people participated (or were affected)?

3. Will you continue this project? Yes or No

a. If yes, how will you improve your project?

b. If not, why not?

4. What efforts were made to coordinate services with other agencies to avoid duplication of efforts?

**BUDGET SUMMARY:** (Attach additional pages, if needed)

<b>Expenses</b>	<b>Specifics</b>	<b>SAC Funds</b>	<b>Other Funds</b>	<b>In-Kind</b>	<b>Total</b>
Personnel					
Equipment					
Program Supplies					
Office / Postal Supplies					
Facility Expenses					
Food and/or prizes					
Other (please list)					
	<b>Total Expenses*</b>				


**\*\*Please attach receipts for items bought from the grant funds\*\***

<b>Income Source</b>	<b>Status of Funds</b>	<b>Amount</b>
Dubois County Substance Abuse Council (SAC)		
	<b>Total Income*</b>	

(\*NOTE: Total Anticipated Expenses should equal Total Anticipated Income)

**APPENDIX REQUIREMENTS:**

1. Please attach any/all additional, relevant information to this progress report as APPENDIX A.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the instruction. It is intended for the user to attach additional, relevant information to the progress report as Appendix A.