

**2024 Blue Ribbon Application**

**Phase I Application Announcement**

**Deadline:** **June 28, 2024**

Thank you for your interest in applying for **CADCA’s 2024 Blue Ribbon Coalition Initiative**! This is your coalition’s opportunity to receive national recognition for positive community-level outcomes achieved. The application process draws on the actual products used by coalitions and offers coalitions the ability to strengthen these existing products to make an effective case for their contributions to community-level outcomes.

This is the first phase of a two-phase process. In Phase I, CADCA will review and score each of the coalition’s products (required products are listed below). Coalitions meeting a threshold score will advance to Phase II. Advancing finalists will be recognized as **\*\*Blue Ribbon Coalitions\*\*** and invited to tell their coalition’s story of how they have contributed to changes in their community-level outcomes. The highest scoring Phase II applicants will receive the prestigious **Blue Ribbon** **Awards** in the following categories:

**Coalition in Focus Award:** Short-term Outcomes

**Coalition of Excellence Award:** Intermediate Outcomes

**Coalition of the Year Award:** Long-term Outcomes

**\*\****Blue Ribbon Coalition is a two-year recognition. Once two years have passed, coalitions can re-earn their recognition status through the Blue Ribbon Application process. Coalitions who re-apply before the two years are expired and achieve Blue Ribbon Coalition will have their two-year status restarted.*

**Benefits to Applicants**

Benefits for ALL applicants

* In depth feedback provided for each of your coalition’s products.
* Free coalition development support to discuss enhancements to products.

Benefits for Phase II Finalists

* In depth feedback provided for each of your coalition’s products.
* Free coalition development support to discuss enhancements to products.
* 2-year recognition as a CADCA **Blue Ribbon Coalition.**
* Recognition in CADCA’s *Coalitions Online* Weekly Newsletter, on CADCA’s **Blue Ribbon Application** website, and other CADCA communications.
* Opportunity to attend CADCA’s Blue Ribbon Awards during CADCA’s 2025 Annual National Leadership Forum in National Harbor, MD on February 3 - February 6, 2025.
* Opportunity to participate in the Ideas Fair Poster Presentation at the 2024 National Leadership Forum.
* Eligibility to participate in the Graduate Coalition Academy (GCA).

Benefits for Blue Ribbon Award Winners

* In depth feedback provided for each of your coalition’s products.
* Free coalition development support to discuss enhancements to products.
* 2-year recognition as a CADCA **Blue Ribbon Coalition.**
* Recognition in CADCA’s *Coalitions Online* Weekly Newsletter, on CADCA’s **Blue Ribbon Application** website, and other CADCA communications.
* Free lodging, travel, and registration for one coalition member to attend CADCA’s 2025 Annual National Leadership Forum in National Harbor, MD on February 3 - February 6, 2025.
* A custom award with your coalition’s name and successes engraved on the front.
* Recognition in CADCA’s Annual Printed *Coalitions* newsletter, on CADCA’s **Blue Ribbon Application** website, and other CADCA communications.
* Coalition featured at the CADCA **Blue Ribbon Application** Workshop at the 2025 National Leadership Forum.
* Coalition leaders to be considered for CADCA training/leadership opportunities (e.g., CADCA Advisory boards).

**Eligibility Requirements**

The **Blue Ribbon Application** process focuses on making the link between your coalition’s community assessment data, logic model, comprehensive strategies and the resulting community-level outcomes. To apply, your coalition must have achieved, at a minimum, positive short-term outcomes (positive results related to changes in local conditions) associated with one substance misuse issue. When applying you can designate which level of award for which your coalition seeks to apply according to the categories listed below.

* ***Coalition in Focus Award***: Short-term outcomes (changes to local conditions)
* ***Coalition of Excellence Award***: Short-term and Intermediate outcomes (changes to root causes)
* ***Coalition of the Year Award***: Short-term, Intermediate, and Long-term outcomes (changes to problem statements)

# Application Required Materials

Materials required to apply for CADCA’s 2024 Blue Ribbon Application include coalition products relating to ONE substance, including:

* **Community Assessment** (maximum 15 pages) (can include full assessment with more than one substance)
* Substance-specific **Logic Model** (including all elements: one problem, two root causes, four local conditions *with at least two data measures mapped to each)*
* **Strategic and Action Plan** (including objectives, strategies, and action plans as outlined in the requirement for each award category [i.e., Short-term outcomes; Short-term and Intermediate outcomes; Short-term, Intermediate, and Long-term Outcomes])
  + Vision
  + Mission
  + Objectives and strategies for Increasing community collaboration (i.e., Goal 1 for DFC Grant Recipients) including those that led to the outcomes being highlighted
  + Objectives and strategies for Reducing substance use/misuse (i.e., Goal 2 for DFC Grant Recipients) including only those that led to the outcomes being highlighted
  + Strategies and Action Plan
* **Evaluation Plan** (including at least two data measures for the problem, one root cause and one local condition as well as 4 additional data measures for 10 in total)
* **Evaluation Communication Plan** (including minimum of three audiences as it relates to the local conditions on the logic model)
* **Sustainability Plan** (i.e., must showcase the outcomes you are presenting)
* **Description of Coalition Outcomes** (maximum 3 pages) (short-term, intermediate, and/or long-term)

*\*See Appendix A for application materials templates. See Appendix B for Grading Rubric.*

**Application Steps**

* **STEP 1: Select ONE youth substance use issue that your coalition has successfully addressed and would like to highlight in this application.** While your coalition may have achieved success addressing more than one substance use issue, you will need to come to a consensus about which one to highlight.
* **STEP 2: Identify the community-level outcomes your coalition has contributed to in the substance use issue identified in Step 1.** Will you be highlighting the achievement of Short-term outcomes? Short-term and Intermediate outcomes? Short-term, Intermediate, and Long-term outcomes?
  + \****Coalition in Focus Award (short-term outcomes)\*:*** The submitted outcomes must tie to your logic model, specifically for:
    - One local condition
  + ***Coalition of Excellence Award (short-term and intermediate outcomes)\*:*** The submitted outcomes must tie to your logic model, specifically for:
    - Two local conditions for one root cause OR
    - One local condition for two root causes
  + ***Coalition of the Year Award (short-term, intermediate, and long-term outcomes)\*:*** The submitted outcomes must tie to your logic model, specifically for:
    - Two local conditions for one root cause and problem OR
    - One local condition for two root causes and problem.

*\*See Appendix B for examples of outcomes connected to logic model*

* **STEP 3: Submit the 6 required coalition products for the substance your coalition has selected.** *Applications with missing required content will be disqualified. No additional materials outside of the required list will be reviewed.*
* **STEP 4: Submit a description of Coalition Outcomes (short, intermediate and/or long-term).** The outcomes should include the baseline and follow up data measures. The total number of follow up data measures will vary on the category you are applying for in the application.
  + **Coalition in Focus Award**
    - **Short-term** 6-24 months (baseline and 1-2 follow up data points)
  + **Coalition of Excellence Award**
    - **Above requirements +** **Intermediate** 1-4 years (baseline and 2-3 follow up data points)
  + **Coalition of the Year Award**
    - **Above requirements +** **Long Term** 3-10 years (baseline and 3-4 follow up data points)

**Submitting Your Phase I Application**

Your Phase I application must be submitted to CADCA no later than **Friday, June 28, 2024 by** **11:59pm (EST).**  Please submit your application materials as ONE FILE (accepted formats are .pdf, .doc, and .docx) through our online [[Blue Ribbon Application Submission](https://research.zarca.com/r/yQCwPg)](https://research.zarca.com/r/2023BlueRibbonPhaseI). If you have any questions about the submission process or have trouble submitting, email [blueribbon@cadca.org](mailto:blueribbon@cadca.org).

The following required documents should be saved as ONE FILE (accepted formats: .pdf, .doc, .docx)

1. Community Assessment
2. Logic Model
3. Strategic and Action Plan
4. Evaluation Plan
5. Evaluation Communication Plan
6. Sustainability Plan
7. Description of Coalition Outcomes (short-term, intermediate, and/or long-term)

**Support for Phase I Applicants:** If you have any questions about application requirements, please contact Nana Ofori-Addae, Evaluation & Research Analyst, before 3 pm EST on Friday, June 28, 2024 at 1-800-54-CADCA, ext. 286 or [blueribbon@cadca.org](mailto:blueribbon@cadca.org).

If you would like additional support and feedback on your application products, please reach out to the Coalition Development Support team at [training@cadca.org](mailto:training@cadca.org) or [book an appointment](https://outlook.office365.com/owa/calendar/CADCA@cadca.onmicrosoft.com/bookings/s/XWe66oYieECUEWz0Bb7Vow2) with them and mention “Blue Ribbon Application”.

**2024 Blue Ribbon Application Timeline** *(subject to change)*

|  |  |
| --- | --- |
| **CADCA Announces Blue Ribbon Application Process** | **Apr. 4, 2024** |
| Phase I Application assistance and feedback by CADCA’s Coalition Development Support (CDS) team | Apr. 5 – Jun. 27, 2024 |
| Phase I applicant informational webinar  (must pre-register before webinar date) | Apr. 18, 2024 |
| **Phase I applications due to CADCA** | **Jun. 28, 2024** |
| Phase I applications reviewed by CADCA trainers | Jul. 3 – Aug. 19, 2024 |
| CADCA notifies finalists and **announce** **Blue Ribbon Coalitions** | Week of Aug. 19, 2024 |
| Phase II application assistance and feedback by CADCA’s Coalition Development Support (CDS) team | Aug. 21 – Sept. 20, 2024 |
| **Phase II applications due to CADCA** | **Sept. 23, 2024** |
| Phase II applications reviewed by CADCA Trainers | Sept. 25 – Oct. 25, 2024 |
| Phase II winners notified! | Week of Oct. 28, 2024 |
| Winners contacted regarding 2024 National Leadership Forum | Week of Nov 11, 2024 |
| Blue Ribbon Coalitions Awards and present at the 2024 National Leadership Forum Ideas Fair | Feb. 3 – Feb. 6, 2025 |
| Phase II winners present a session at the 2024 National Leadership Forum | Feb. 3 – Feb. 6, 2025 |
| Phase II winners celebrated at National Leadership Forum Awards Luncheon | Feb. 6, 2025 |

**Appendix A: Coalition Product Templates**

**Community Assessment Template**

**Coalition:**

**Community Description**

* Definition of the Community (e.g., county, city, multiple counties, cities, zip codes)
* Geographical characteristics of the community
* Population Demographics (e.g., total population. age distribution, race/ethnicity, gender)
* Jurisdictions (e.g., law enforcement agencies, school districts, cities/towns, health departments)
* Communities within the Community including different cultures and diverse populations that exist in your community.

**Community History**

* Key events have specifically affected the community.
* History of substance use related issues in the community.
* History of community organization efforts /coalition building.
* Health Disparities that have been identified in the community.
* Description of how this history impacts the coalition’s ability to work in the community.

**Needs Assessment**

* 1. Data Collection Methods: Describe the different tools and methods used to collect needs assessment data for your community.
  2. For each drug identify:
     1. Consequences
     2. Problem behaviors (drug use)
     3. Root causes, local conditions and health disparities

**Community Resources**

1. Describe the resources that can be used to change local conditions including:

* Prevention resources: facilities, programs, organizations, and initiatives
* Protective factors / assets that promote a healthy environment and decisions
* Prevention Infrastructure: systems, data sources, laws and policies, funding

1. Identify any gaps or disparities in resources.

**Problem / Goal Statements**

* Write one Problem / Goal Statement for each drug to be addressed.
* Describe why each drug was prioritized.

**Coalition Logic Model Template**

**\***Full Logic Model with problem, two root causes, and four local conditions with at least two data measures mapped to each must be submitted for the Blue Ribbon Application.

***Problem*** ***Root Causes*** ***Local Conditions & Data*** ***(Specific, identifiable, actionable)***

**Measure, Data, Source & Date #1:**

**Measure, Data, Source & Date #2:**

**Measure, Data, Source & Date #1**

**Measure, Data, Source & Date #1:**

**Measure, Data, Source & Date #2:**

**Measure, Data, Source & Date #1:**

**Measure, Data, Source & Date #2:**

**Measure, Data, Source & Date #1:**

**Measure, Data, Source & Date #2:**

**Measure, Data, Source & Date #1:**

**Measure, Data, Source & Date #2:**

**Measure, Data, Source & Date #1:**

**Measure, Data, Source & Date #2:**

**Strategic and Action Plan Template**

**Coalition:**

**Vision:**

**Mission:**

**Goal #1: Increase Community Collaboration:** *Establish and strengthen collaboration among communities, public and private non‐profit agencies, as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance use and misuse among youth*

**Directions**: The following are categories that your coalition should consider when planning for goal #1. In each year, you may not complete activities for each category, but they should provide a framework for how your coalition can increase and build community collaboration. *Must provide at least 3 of the community collaboration categories below.*

**Category:** Outreach and Networking

**Objective:** insert SMART objective

**Strategy 1:** Briefly describe Outreach and Networking strategy. If incorporating multiple strategies, add strategy 2, 3, etc. followed by chart.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Category:** Public Awareness of Substance Use and Misuse Issues

**Objective:** insert SMART objective

**Strategy 1:** Briefly describe Public Awareness of Substance Use and Misuse Issues strategy. If incorporating multiple strategies, add strategy 2, 3, etc. followed by below chart.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Category:** Coalition Communications and Branding

**Objective:** insert SMART objective

**Strategy 1:** Briefly describe Coalition Communications and Branding strategy. If incorporating multiple strategies, add strategy 2, 3, etc. followed by below chart.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Category:** Community Education and Training

**Objective:** insert SMART objective

**Strategy 1:** Briefly describe Community Education and Training strategy. If incorporating multiple strategies, add strategy 2, 3, etc. followed by below chart.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Category:** General Prevention Activities

**Objective:** insert SMART objective

**Strategy 1:** Briefly describe General Prevention Activities strategy. If incorporating multiple strategies, add strategy 2, 3, etc. followed by below chart.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Category:** Build Coalition Capacity to Collaborate

**Objective:** insert SMART objective

**Strategy 1:** Briefly describe Build Coalition Capacity to Collaborate strategy. If incorporating multiple strategies, add strategy 2, 3, etc. followed by below chart.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Goal #2: Reduce youth substance use and misuse:** *Reduce substance use and misuse among youth and, over time, reduce substance use and misuse among adults by addressing the factors in a community that increase the risk of substance use and misuse and promoting the factors that minimize the risk of substance use and misuse.*

**Directions:** The following should demonstrate the strategies that your coalition is implementing in the given year (e.g., year 2, 4, 5) and the activities associated with implementing each strategy. *Must include all 7 strategies.* *Repeat for each local condition being highlighted in the application.*

**Problem (substance):** insert

* *Long-term objective (3-10 years):* insert based on the data provided on logic model

**Root Cause:** insert

* *Intermediate objective (1-4 years)*: insert based on the data provided on logic model

**Local Condition:** insert

* *Short term objective (6-24 months)*: insert based on the data provided on logic model

\**Strategies should directly connect back to the local condition.*

**Strategy 1:** Provide Information**:** insert Provide Information strategy

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Strategy 2:** Build Skills**:** insert Build Skills strategy

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Strategy 3:** Provide Support**:** insert Provide Support strategy

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Strategy 4:** Enhance Access/Reduce Barriers**:** insert Enhance Access/Reduce Barriers strategy

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Strategy 5:** Change Consequences (incentives/disincentives)**:** insert Change Consequences strategy

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Strategy 6:** Physical Design**:** insert Physical Design strategy

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Strategy 7:** Modify/Change Policies**:** insert Modify/Change Policies strategy

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is responsible** | **By When?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Evaluation Plan Template**

Coalition Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Logic Model** | **Measure** | | **Baseline**  **Data / Date** | **Data**  **Source** | **Collection Frequency** |
| *Local Conditions* | | | | | |
|  |  | Sensitive  Proximate  Feasible |  |  |  |
|  | Sensitive  Proximate  Feasible |  |  |  |
|  |  | Sensitive  Proximate  Feasible |  |  |  |
|  | Sensitive  Proximate  Feasible |  |  |  |
|  |  | Sensitive  Proximate  Feasible |  |  |  |
|  | Sensitive  Proximate  Feasible |  |  |  |
|  |  | Sensitive  Proximate  Feasible |  |  |  |
|  | Sensitive  Proximate  Feasible |  |  |  |
| *Root Causes* | | | | | |
|  |  | Sensitive  Proximate  Feasible |  |  |  |
|  | Sensitive  Proximate  Feasible |  |  |  |
|  |  | Sensitive  Proximate  Feasible |  |  |  |
|  | Sensitive  Proximate  Feasible |  |  |  |
| *Problem Statement* | | | | | |
|  |  | Sensitive  Proximate  Feasible |  |  |  |
|  | Sensitive  Proximate  Feasible |  |  |  |

\***Sensitive**: Reflect community changes; **Proximate**: at the community level; **Feasible**: can be collected multiple times

**Evaluation “Communication” Plan Template**

*\*Must include at least 3 audiences*

**Coalition Name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Who Cares About Substance use and misuse?** | **What do we want them to do?** | **How will they benefit from the coalition’s work”?** | **What data must be shared with the Audience?** | **How will the data be shared with the audience?** |
| **AUDIENCE** | **ACTION** | **WIFM** | **IINFORMATION** | **REPORT** |
|  |  |  |  |  |
|  |  |  |  |  |
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**Sustainability Plan Template**

**Case Statement:**

**Existing Resources:**

**What must be sustained in the future?**

**What resources are required?**

**Funding strategies and sources**

**Coalition:**

**Vision:**

**Mission:**

* 1. **Case Statement:**

What is the unique role of the coalition?

Why is the coalition needed?

What processes does the coalition use to make a difference?

What outcomes has the coalition achieved?

Who is involved in the coalition?

1. **Existing Resources/Termination Dates:**

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Expiration** | **Amount (per year)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

1. **What must be sustained in the Future?**

|  |  |
| --- | --- |
| **Strategies** | **Actions** |
| **Shared Vision** |  |
| **Volunteers and Membership** |  |
| **Process and Organization** |  |
| **Strategies** |  |
| **Relevance to Community Concerns** |  |

**D. What resources are required? (Financial)**

Salaries and wages $\_\_\_\_\_\_\_\_\_\_\_\_\_

Fringe benefits $\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant costs $\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment $\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplies $\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel $\_\_\_\_\_\_\_\_\_\_\_\_\_

Other categories $\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractual costs $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount (per year):** **$\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Funding Strategies and Sources:**

**Categories:** Share, Ask, Charge, Earn – At least 4 Strategies from at least 2 categories

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategies** | **Amount** | **Sources** | **Actions** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**Total Amount (per year): $\_\_\_\_\_\_\_\_\_\_**

1. **Contact Information:**

Name

Position

Organization

Contact Information

**Coalition Outcomes Template**

(max 3 pages)

**1. Identify which Award Category your coalition is applying for (check 1):**

* **Coalition in Focus**
  + **Short-term** 6-24 months (baseline and 1-2 follow up data points)
* **Coalition of Excellence**
  + **Short-term** 6-24 months (baseline and 1-2 follow up data points)
  + **Intermediate** 1-4 years (baseline and 2-3 follow up data points)
* **Coalition of the Year**
  + **Short-term** 6-24 months (baseline and 1-2 follow up data points)
  + **Intermediate** 1-4 years (baseline and 2-3 follow up data points)
  + **Long Term** 3-10 years (baseline and 3-4 follow up data points)

**2. For the Award Category selected:** (1) insert a table or graph of the baseline data and follow up trend data points and (2) include descriptive statement(s) about the data and outcomes achieved:

* **Short-term** 6-24 months (Must include baseline and 1-2 follow up data points)

**Description:**

* **Intermediate** 1-4 years (Must include baseline and 2-3 follow up data points)

**Description:**

* **Long Term** 3-10 years (Must include baseline and 3-4 follow up data points)

**Description:**

**Appendix B: Download PDF Resources**

[Phase I Grading Rubric](https://www.cadca.org/wp-content/uploads/2024/03/2024-BRAP-Phase-I-Grading-Rubric.pdf)

[Linking Outcomes to Logic Model by Award Category](https://www.cadca.org/wp-content/uploads/2023/05/Outcomes-connected-to-Logic-Model_All-Options.pdf)