

### FINAL SPF SIG GRANTEE REPORT

Final SPF SIG reports are due to the Division of Behavioral Health, Division of Prevention and Early Intervention by **June 15<sup>th</sup> at 5:00pm**. Please send final reports to both Devon Lewis ([devon.lewis@alaska.gov](mailto:devon.lewis@alaska.gov)) and Jodi Barnett ([jdbarnett2@uaa.alaska.edu](mailto:jdbarnett2@uaa.alaska.edu)). Please follow the page number restrictions when submitting your final report. We hope the final report will be useful not only for outlining your SPF SIG accomplishments to stakeholders but also in supporting future grant and funding applications.

#### REPORT FORMAT

##### ***Length***

There is no hard rule about overall length because this will vary depending on the number of implemented strategies. Anticipated report length would vary from 12-16 pages, including tables and appendices.

##### ***Paper, Margins and Justification***

Reports must be submitted on standard size (8 ½"x11") paper size. Use one inch margins on all sides of the document. Left margins should be justified giving a straight edge to the text on the left side of the page.

##### ***Font size and Spacing***

Use a Times New Roman point size 12 for the document. Single spaced lines are allowed.

##### ***Pagination***

The report must carry sequential pagination throughout, including appendices. The page number should be on the bottom right margin of each page. The cover page is counted in the numbering, but bears no page number.

##### ***Page and Section Breaks***

Try to ensure that page breaks occur in sensible places. Each section of the report should start at the top of a new page with a section heading in bold, capital letters, and left justified (ex.

##### **SECTION 1: LOGIC MODELS)**

##### ***Header***

A header should be placed at the top right side of each page apart from the title page and should include the grantee name.

##### ***Paragraphs***

These should be blocked (no indentation on the first line) and separated by a single blank line (this blank line is double-spaced).

**REPORT CONTENT**

<b>SECTIONS</b>	<b>Maximum Pages Allowed</b>
<p><b><u>COVER PAGE</u></b> Including date submitted, name of project, name of preparer and other staff involved, name of coalition and coalition members, etc.</p>	1
<p><b><u>SECTION 1: LOGIC MODELS</u></b> Final community and strategy level logic models</p>	1 per logic model
<p><b><u>SECTION 2: DASHBOARDS OF COMMUNITY LEVEL DATA</u></b> Dashboards of community-level indicators for each priority area (created by state evaluators with assistance from local grantee staff)</p> <ul style="list-style-type: none"> <li>• <b>Dashboard #1:</b> Adult heavy and binge drinking indicators including consumption, selected consequence, and community capacity</li> <li>• <b>Dashboard #2:</b> Underage drinking indicators including consumption and community capacity</li> </ul>	1 per dashboard
<p><b><u>SECTION 3: STRATEGY-LEVEL DATA</u></b> Key evaluation findings of implemented strategies</p> <ul style="list-style-type: none"> <li>• Strategy name and brief description</li> <li>• Process evaluation (i.e. who, how many, how much, how well)</li> <li>• Change in short-term outcomes (and intervening variables when available)</li> <li>• Change in alcohol consumption (for prevention education strategies)</li> </ul>	2 per strategy
<p><b><u>SECTION 4: CAPACITY BUILDING</u></b></p> <ul style="list-style-type: none"> <li>• Highlight <b>community readiness</b> results on underage drinking and adult heavy/binge drinking based on pre and post assessments and how the results can be utilized for the community moving forward</li> <li>• Discuss <b>coalition capacity</b> results based on annual coalition surveys and what the results mean for the coalition moving forward</li> <li>• Identify 3 capacity building successes and resource gaps filled, describing how they have improved the ability of the coalition or community to support alcohol abuse prevention work beyond the end of the grant. (Consider prevention skills, knowledge, data, infrastructure, leadership, partnerships, resources, funding, services, staffing)</li> </ul>	2
<p><b><u>SECTION 5: SUSTAINABILITY PLAN</u></b> Outline your alcohol abuse prevention sustainability plan to ensure efforts are sustained in the following areas beyond the end of the grant</p> <ul style="list-style-type: none"> <li>• Sustainability of the coalition led efforts</li> <li>• Sustainability of youth alcohol consumption and adult heavy/binge drinking outcomes</li> <li>• Sustainability of strategies implemented</li> </ul>	2
<p><b><u>SECTION 6: COMMUNITY STORIES (OPTIONAL)</u></b> Please include any individual stories gathered about the project from participants to help tell the story of why your project is important, why it matters to those involved, or how it has benefited them.</p>	1