

## FAMILY DAY REQUEST FOR PROPOSALS

Denver RAP – A Resource for Awareness and Prevention, the prevention arm of The Denver Office of Drug Strategy, is supporting organizations to host their own *Family Day - A Day to Eat Dinner with Your Children™* event. A maximum of \$1,000 can be requested. **Proposals must be submitted by June 28th** and it is estimated that notification of funding will occur no later than July 8, 2013.

**FAMILY DAY**  
**Family Dinners Make a Difference**  
**The more often kids eat dinner with their families, the less likely they are to abuse drugs and alcohol.**



[www.CASAFamilyDay.org](http://www.CASAFamilyDay.org)

**BACKGROUND:** On September 23, 2013, Denver RAP is highlighting and locally supporting a campaign called *Family Day - A Day to Eat Dinner with Your Children™* (<http://casafamilyday.org/familyday/>). The campaign was launched in 2001 by the National Center on Addiction and Substance Abuse at Columbia University (CASA) as a national movement that informs parents that **the engagement fostered during frequent family meals is an effective tool to help keep kids alcohol and drug free.**

**EVENT GUIDELINES:** To support Denver RAP's prevention goal of reducing substance use among Denver's youth, we have established the following event guidelines:

1. Events must be promoted as a *Family Day - A Day to Eat Dinner with Your Children™* event.
2. Event must take place between September 1 and September 25, 2013, preferably as close to the designated *Family Day*, September 23, as possible.
3. There must be a central activity to the event that highlights family engagement and/or family empowerment. Activities may include, but are not limited to (we welcome creative proposals!):

- **Family dinner** for parents/caregivers and their children
- Invite a **guest speaker** to kick-off your event – someone who will inspire your audience to actualize the protective power of families
- Have families **pledge** to become a *Family Day* **STAR!** (See Family Day website for more details). By doing this, you are uniting parents and caregivers all across the country who agree that the parental engagement fostered around the dinner table makes a difference in the lives of their kids!
- **Family games and activities:**
  - Create Family Trees or Family Shields – a family shield is used for protection and helps identify family values that will help families get through hard times and grow together
  - Create Family Dinner Placemats from a blank template
  - Hold a recipe swap
  - Hold a photo, essay, or drawing contest with a *Family Day* theme
  - Hold a cooking class for families
  - Have a “Cultural Family Night” – invite people to bring food, crafts, and games to highlight their culture
  - Create a Family Scavenger Hunt

You can also check out the Family Day blog which has some inspiring messages and some great ideas!  
<http://casafamilyday.org/blog/>

4. Organizations able to host a minimum of 25 families will be given preference.

5. By September 27, host organizations will be required to complete a brief synopsis (with demographics) of the event.

**6. The funding for this event is on a reimbursement basis. By September 27, host organizations must submit a reimbursement budget, including itemized, original receipts, to receive payment. Please note, we cannot reimburse taxes incurred on any item.**

**PROPOSALS:** Organizations are invited to submit a brief proposal outlining their *Family Day* event. Proposals must include the following:

1. How you will highlight the prevention message of preventing/reducing youth drug use and how your event will encourage family engagement/empowerment
2. How you will implement your *Family Day* event. What will your event look like? What activities are you planning? Who will you collaborate with?
3. How you will spend the \$1,000 funding request
  - ✓ Please include a general outline/budget of anticipated expenses for your event. This should include both expenses to be reimbursed by Denver RAP as well as expenses that will be covered through other funding sources or in-kind contributions. Be as specific as possible!

4. Who your intended audience will be and how you will reach them
  - ✓ Please include an estimate of number of families expected
  - ✓ Demographics for your *Family Day* event. Please let us know, using the categories below, who you are expecting to attend:
    - Elementary school
    - Middle School
    - High School
    - Parents/caregivers
    - Extended family

**WHAT YOU CAN EXPECT FROM US:** Denver RAP is committed to supporting host organizations by providing the following:

- Reimbursement for up to \$1,000 of your event's costs.
  - Reimbursable costs include: food; staff time for planning or executing the event; other event supplies and materials; honorariums for speakers; and other costs associated with making your Family Day event a success.
  - Non-reimbursable costs: sales tax, capital goods (i.e. video camera, I-pod, computer, etc). Office of Drug Strategy staff will contact you prior to August 1 if any budgeted costs would not be reimbursable.
- Drug and Alcohol prevention information to distribute at your event
- Family Goodie bags - filled with prevention-related education material and fun give-aways like coffee mugs and t-shirts
- Denver Family Day 2014 calendars featuring photography by Denver youth and tips to help parents keep their kids safe from alcohol and other drug use
- An evaluation form that you can give participants to help measure your success
- A Press Release template to highlight your event to the wider community

**DUE DATE:** Proposals are due **June 28, 2013** by end of the business day.

Email to [jodi.lockhart@denvergov.org](mailto:jodi.lockhart@denvergov.org) or mail to Jodi Lockhart, Denver Human Services, Office of Drug Strategy, 1200 Federal Blvd, Denver, CO 80204. No late or incomplete proposals will be accepted.

**CONTACT:** Jodi Lockhart 720-944-2839, or [jodi.lockhart@denvergov.org](mailto:jodi.lockhart@denvergov.org) for questions

For more information on Denver RAP, please visit [www.denverrap.org](http://www.denverrap.org)