

Youth Grant Application: 2011-2012 Grants

North Country Health Consortium
Community Substance Abuse Prevention Program
Youth Leadership Project



Youth Grant Application Packet for
Environmental Strategies to Prevent Substance Abuse

The North Country Substance Abuse Prevention Coalition Youth Grant General Information:

- Youth Grants will be available until all funds have been depleted. **All applications are due by December 2nd, 2011.**
- All projects must be completed by September 30th, 2012.**
- Youth grants must focus on addressing **one** of three target areas: **Prescription Drug Abuse, Underage Drinking, or Tobacco use.**
- For more information about the funding available, please contact:

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1) Youth Grant General Information:

I. Introduction and Background

Youth Alcohol, Tobacco, and Prescription Drug Use: A Problem in the North Country

In the North Country, there is a growing concern about the rate of drug use by youth. Alcohol is the number one drug problem among youth in New Hampshire, and the North Country use rate is even higher. NH uses the Youth Risk Behavior Survey (YRBS) to survey students about how often and how early they started using tobacco, alcohol, and marijuana. According to the 2009 YRBS, North Country teens reported the following usage rates of alcohol and tobacco:

- Students who smoked a whole cigarette before age 13:
 - North Country Total: 12.2%
 - NH Total: 9.7%
- Students who smoked cigarettes on one or more of the past 30 days:
 - North Country Total: 21.2%
 - NH Total: 18.6%
- Students who had their first drink of alcohol before age 13:
 - North Country Total: 21.1%
 - NH Total: 15.5%
- Students who had at least one drink of alcohol in the past 30 days:
 - North Country Total: 41.1%
 - NH Total: 37.6%

Prescription drug abuse is a new, increasing drug problem among youth and has been monitored beginning with the 2009 YRBS. We are aware of the increasing use of prescription drugs through local police departments and professional research.

Youth Alcohol, Tobacco, and Prescription Drug Use: Health Risks

Alcohol

Research has shown that those who have their first drink before age 14 are five times more likely to become dependent on alcohol than those who start drinking at the age of 21. Our brains continue to develop into our twenties, so drinking before 21 can cause problems in long-term memory and in learning. Drinking alcohol increases the likelihood that youth will engage in risky behavior including unsafe sex, involvement in violence or fights, or operating a motor vehicle while intoxicated, leading to injury or even death. Teens report the most common place to get alcohol is from friends 21 or older.

Tobacco

Tobacco is the leading cause of preventable disease and death in New Hampshire. Nearly all smokers start before high school graduation. Many first-time smokers become regular smokers. Not only does smoking cause major health issues, but most smokers spend thousands of dollars on tobacco every year. Smoking is connected to cancer, heart disease, serious lung diseases, and other major health issues and is a contributor to one out of every five deaths in the country!

Prescription Drug Abuse

Prescription drug abuse is becoming a major concern. The Office of National Drug Control Policy reports that teens are turning away from street drugs and using prescription drugs to get high. Next to marijuana, the most common illegal drugs teens are using are prescription medications. Teens believe the myth that these drugs provide a medically safe high. The majority of teens get prescription drugs easily and for free, often from friends or relatives and even out of their family's medicine cabinet. Prescription medications appear safe to use because they are prescribed by a doctor. More girls than boys are intentionally using prescription drugs to get high. Teens are using tranquilizers, sedatives, amphetamines, cough medicine and other stimulants.

II. Purpose of Youth-Grants

The mission of the North Country Health Consortium's Community Substance Abuse Prevention (CSAP) Coalitions is to "create healthier communities for our children and families" by reducing and preventing the use of alcohol, tobacco and other drugs by youth.

Young people are in an ideal position to create change in their communities. Young people have a direct understanding of the problems in their schools and towns. They have credibility with their peers when speaking about the risks of substance abuse that adults don't have. They have the respect of adults who want healthy communities for their own children.

Our vision is to empower youth to be the driving force to prevent substance use. With these grants, youth groups will commit to a project in their own community to reduce or prevent abuse of alcohol, tobacco or prescription drugs. We ask that youth groups use "environmental strategies," which are activities that reach every person in a community with a positive message. Environmental strategies lead to changes in conditions that

surround us (our environment). These changes support healthy decisions and discourage unhealthy behaviors.

III. Environmental Strategies

Environmental Strategies are not:

One-time events:

- Display of educational material
- Speakers, rallies, forums

Alternative Activities:

- Drug Free Dances and Recreational Activities
 - Do not provide critical social and thinking skills.
 - Only occur one time.

Instructional Programs:

- Awareness Days and Assemblies for Student Audiences
 - One-time events have proven to have only a slight impact over time.
 - If exaggerated dangers or biased presentations are given, teens tend not to believe the information.
- Mock Car Crashes
 - Teens remember the sadness or destruction of the experience, but do not apply it to future behavior.
- Fatal Vision Goggles
 - The effects are remembered for less than a month, not resulting in prevention.

Environmental Strategies are:

- Partner with businesses that sell tobacco or alcohol to reduce youth access to and youth interest in tobacco or alcohol
 - Identify promotional practices and products that are aimed at youth
 - Limit or change ads and promotional signs in stores
 - Alter or change product placement
 - Provide training or information to managers and staff safe selling practices: example: Total Education in Alcohol Management (TEAM)
- School and Community Campaigns:
 - Distribute stickers, posters, fliers (or create your own materials)
 - Some campaigns that already exist:
 - Parents Who Host Lose the Most
 - Buyer Beware
 - Project Monitor
 - Project Monitor SafeHomes Pledge Campaign
 - Tobacco Activities – Kick Butts, Until You Can Quit Take It Outside, Tobacco Day etc.
 - Monitor Your Medicine Cabinet Pledge Campaign
 - Set up a Prescription Take Back Location
 - Reach In-Teach Out – underage drinking education targeting 5th and 6th graders

A campaign is a comprehensive series or set of integrated activities aimed at changing behavior or beliefs.
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- Changing or Strengthening Policies and Regulations
 - Review School Policies and make suggestions for change
 - Review or request town policies regarding banners and signs in public places
 - Set up a collection location for old medications by working with local police departments and/or hospitals.
 - Creating alcohol-free or tobacco-free parks, events, or policies for limiting drinking and smoking at public events.
 - Pass a local ordinance you see as necessary or preventative.
- Social Norms Campaigns:
 - Normative education campaign: Educate your community about how many of your peers DON'T smoke. For example, 4 out of 5 people don't use tobacco.
 - Newspaper ads, posters, flyers, electronic bulletin boards, banners, and radio ads that promote healthy environments and behaviors as the norm.
 - Visual art displays, educational displays, performance and other creative tactics that promote healthy environments and behaviors as the norm.

VI. Agreements necessary to being awarded a Youth Grant

- ✓ Sign an agreement that your successes can be publicly recognized and submit a report of the project.
- ✓ Work with a local organization (school or community group) that will act as the fiscal agent to receive the funds for your group.

A **fiscal agent** is an organization that can accept your award on your behalf and manage the money for you.

VII. Contacts for Technical Assistance

For clarification, questions, comments, or concerns on **ANY** aspect of this process please email or fax questions to:

Diana Gibbs
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 North Country Health Consortium
 262 Cottage Street, Suite 230
 Littleton, NH 03561
dgibbs@nchcnh.org
 Phone: (603) 259-3700 ext. 222
 Fax: (603) 444-0945

For more information, visit our website:
http://www.nchcnh.org/CSAP_youth_leadership.php

2) Necessary Documents – Submit One Copy of Each of the Following

1. Cover Sheet (1 page) – Use Attached Form
2. Budget – Use Attached Budget Form
3. Narrative- Describe Project
4. Agreement Page Signed (one for each group member)
5. Federal W-9 Form for Fiscal Agent- filled out and signed by the appropriate party
6. Memorandum of Agreement-Signed and dated as specified (this will be mailed to you after all other documents listed here have been submitted).

Youth Grant Application
Cover Sheet
Youth Group Information

DATE APPLICATION SUBMITTED (for internal use): _____

- 1. Name of Group:**

- 2. Group Affiliation (i.e. School Name, Girl Scouts, Key Club, etc.):**

- 3. Financial Agent (Who will monitor funds and pay expenses from the grant funds?):**

- 4. Community Name:**

- 5. Adult Leader Name and Contact Information:**

Name _____

Mailing Address _____

Email Address _____

Phone Number _____

Fax Number _____

- 6. Please name the person responsible for the authorization of this project? (i.e. School Principal, SAU Personnel, Executive Director, the 4-H Leader, etc.)**

- 7. Youth Information: Number of Group Members: _____ (Please attach an additional sheet if necessary.)**

1. Name _____

2. Name _____

3. Name _____

4. Name _____

5. Name _____

6. Name _____

7. Name _____

8. Name _____

Youth Grant Application Budget

Youth Group Name _____

Description of Item or Expense <i>(Please describe the item or expense. If there is more than one item in a category, please describe each one. For example: digital camera, photo editing software and photo printer)</i>	Cost
EQUIPMENT: Things that you can use over and over, for example, a video camera.	
SUPPLIES: Things that you will use up, for example, paper and pens.	
EDUCATIONAL MATERIALS: Media or supplies that provides information to the public, for examples, posters or stickers.	
INCENTIVES: Supplies or 'give-aways' that you can use to get people involved, for example, t-shirts.	
FOOD AND REFRESHMENTS: Snacks for your group when you meet or for others at an event.	
TRAVEL: transportation costs for the group, for example, van rental or cost of gas.	
TRAINING FOR THE GROUP: For example, training on how to develop, write and produce a Public Service Announcement.	
COMMUNICATIONS AND MEDIA: Costs to 'get the word out,' for example, newspaper or radio ads.	
OTHER: Please describe.	
TOTAL AMOUNT: (must equal \$1,000)	\$1,000

**Youth Grant Application
Narrative**

(1-3 pages double spaced - typed)

Youth Group Name _____

Section one: "Paint the Picture"

- a) Describe your community.
- b) Who else is involved in the activity?
- c) Who are your adult leaders?

Section two: "What is your Game Plan?"

- a) Outline proposed activity or activities.
- b) Who is going to do what?

Section three: Conclude your thoughts!

Please be creative and have fun! Use photos, writing, artwork, performance, video-
This is your chance to celebrate yourselves!

Youth Leadership Project Consent Form

Name of your Group: _____

The purpose of the Youth Leadership Project is to empower youth to be the driving force in their communities to prevent substance use. With these grants, youth groups will perform an activity in their own community to reduce or prevent the abuse of alcohol, tobacco or prescription drugs. Youth groups will use “environmental approaches,” which are activities that create change in the conditions that surround us (our environment). These changes support healthy decisions and discourage unhealthy behaviors and perceptions.

As a participant of in the North Country Health Consortium’s project to prevent and reduce underage drinking, tobacco use and prescription drug abuse, I agree to the following:

- To participate in the activities outlined in the project.
- To present the results of our project in the future, if requested.
- To allow photographs of me to be taken and published in the media, coalition newsletters and on the project website.
- To complete a survey before and after the project as part of the project’s evaluation.
- To share my thoughts and opinions about my community in a small group of students and/or in an interview with project staff.

Your name: _____

Parent Signature: _____

Date: _____

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
 Other (see instructions) ▶

Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number	

or

Employer identification number	

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Youth Grant Application Submission Information

Final Checklist:

Have you appropriately filled in the necessary information and included it in the final packet for submission?

- ✓ **Cover Sheet** _____
- ✓ **Brief Narrative of Game Plan** _____
- ✓ **Budget (Totaling \$1,000)** _____
- ✓ **Participation Forms (ONE per group member)** _____
- ✓ **Federal W-9 Form** _____

OKAY! You are ready for submission! Here's how:

Mail:

Attn: Diana Gibbs

Mail: North Country Health Consortium
262 Cottage Street, Suite 230
Littleton, NH 03561

Fax: (603) 444-0945

or

Email:* dgibbs@nchcnh.org

*Please mail or fax Federal W-9 Form unless you have the technology to scan it in and send it as an email attachment.

***Please visit our Youth Grant website for
more information and additional resources:
http://www.nchcnh.org/CSAP_youth_leadership.php***