

Dear _____,

The (name of your organization) has recently received a grant from the State of Vermont to plan and conduct efforts to reduce underage drinking. A second priority for the grant to address will be either high risk drinking among youth and young adults, or marijuana use among youth and young adults. The source of the grant is a federally funded program known as the State Prevention Framework – State Incentive Grant (SPF-SIG).

As we begin our work on this project, we are interested in learning more about community resources that might be used to support the objectives of the grant, as well as the perceived level of support among community residents. We are seeking input from “key informants” in our community who are involved with, or knowledgeable about, substance abuse prevention issues in the community and/or the views of community residents regarding these issues.

The enclosed survey includes a number of questions regarding substance use issues, concerns, current resources, barriers, and planning strategies on which we would like to obtain your opinion. Several other key informants are also being asked to complete this survey. We will use this information to help measure our community’s level of readiness to support and work with us on this project. The information will be helpful for planning our project, including efforts to enhance awareness and support in areas where they may be lacking.

The raw data from the survey (with all personally identifying information removed) will also be shared with the State Department of Health and the contract research organization that is conducting the statewide evaluation of the SPF-SIG grants. Members of our organization will, however, have access to, and be working with, the completed survey forms, and may follow-up with you to get further information on specific issues. Project reports may include summary statistics for our community based on the responses from our community’s key informants. For these reasons, please do not complete the survey if you would not want your responses known to others. Additionally, if you find that multiple answers or none of the provided answers seem appropriate for a given question, it is acceptable to leave an item blank or select more than one response. However, we would ask that you provide a brief explanation about your reasons for providing such a response. Finally, we do not believe that the questions are of a personally sensitive nature and hope you will be willing to share your opinions with us.

Sincerely,

(name or project director)