



**Mental Health
Recovery Board**
Serving Warren & Clinton Counties

MINI GRANT REQUEST FOR PROPOSALS (RFP)

FY 2021

INSTRUCTIONS

**Release Date:
February 12, 2021**

**Submission Deadline:
Rolling**

Who We Are

Mental Health Recovery Board serving Warren and Clinton Counties (MHRB) is a governmental entity responsible for planning, funding, monitoring and evaluating services and programs for residents with serious mental and emotional disorders and substance addiction in our jurisdiction. Funds come from various sources including the federal and state government and our local levy.

The mission of MHRB is “sharing hope and caring to achieve recovery from mental illness, alcoholism, and drug addiction.” Our expectations for recovery include the acquisition of meaningful roles, sobriety, healthy relationships with friends and family, and a joyful life.

VISION

We will set the standard for excellence in delivering behavioral healthcare. Everyone who provides or receives services in this system will:

- Actively engage their talents to promote the common vision of recovery
- Anticipate and respond to the emerging needs of our community
- Offer or accept services wherever people live, work or play
- Demonstrate abilities exceeding local, state and national standards

VALUES

We believe in a stated system of standards and values consistent with professional conduct delivered with compassion and respect.

- Good stewardship. We believe that we are responsible to the general community for providing quality services relevant to the needs of service customers.
- A foundation of integrity. Our integrity is expressed through our commitment to be open and honest with our community, employees and our customers.
- Investment in our employees. We promote continuous efforts to learn, improve and implement best practices to better address the needs of our customers.
- Interdependence of providers. Our providers are interdependent, each with an integral part to play in the recovery of our customers. What we provide together is greater than that which any of us can provide alone.
- A new vision of communities. We believe that communities should be characterized by tolerance, appreciation of diversity, creativity and adaptability to the emerging and changing needs of its members.

STRATEGIC GOAL

- Ensure a forward thinking, community-focused culture to establish MHRB as a recognized leader in behavioral healthcare.

Background Information

As the COVID pandemic continues on, Mental Health Recovery Board serving Warren and Clinton Counties (MHRB) recognizes a growing challenge to mental health and wellness for many Warren and Clinton County residents. COVID has created uncertainty in people regarding employment related to businesses being closed and/or operating at reduced hours or capabilities. Add to that issues related to childcare and schooling. On top of this, many residents have family and or friends that have been infected. All of this can lead to potential mental health issues.

In FY 2021, MHRB plans to award grants **to local businesses and organizations that are interested in implementing suicide prevention and/or mental health promotion with their employees and/or clients.**

MHRB mini grants will be reviewed on a rolling, monthly basis. There is no set deadline for applications to be received. Complete applications received by the 15th day of a calendar month will be reviewed and have a funding decision by the end of the following month. For example, a complete application received by the 15th of September would be reviewed and have a funding decision by the end of October. The last month for mini grant application review will be May; therefore, all grants must be submitted before May 15th, 2021.

Guidelines

Grant Amounts: MHRB anticipates funding approximately \$2,500 per application. However, grant awards may vary in size depending upon the scope and impact of the project. All projects requesting more than \$2,500 must receive prior approval from MHRB before submission. Contact information for the MHRB project coordinator can be found at the end of this packet.

Eligibility Criteria: Applicants must meet the following criteria:

- Have an Employer Identification Number (EIN) from the IRS
- Have a principal business location within Warren or Clinton Counties and/or serve primarily Warren and/or Clinton County residents.
- Note: Current MHRB contract agencies are not eligible

What can be funded: Applications must **clearly demonstrate a project that will positively affect the mental health or wellness of, or aim to prevent suicide among, employees and/or clients of the business.**

Funding Limitations:

- Organizations may have only one funded mini grant at time. An organization becomes eligible to submit a new application once its final report for its current mini grant has been submitted and approved.
- MHRB funds prevention services through several contract agencies who are certified by Ohio Department of Mental Health and Addiction Services. These mini grants are designated for businesses/organizations who do not otherwise receive funding contracts from MHRB. Thus, projects should not incorporate services provided by MHRB Contract agencies unless the grantee contracts with that entity for the service provision and the cost is incorporated into the grant. MHRB contract agencies are:
 - Solutions Community Counseling and Recovery Centers
 - Talbert House
 - Butler Behavioral Health
 - Beech Acres Parenting Center
 - New Housing Ohio
 - Mental Health America of Northern Kentucky and Southwestern Ohio
 - Women's Recovery Center**This list is not exhaustive and subject to change. For questions about current contract agencies, please call 513-695-1695.*
- General Operating expenses may be applied for, but will be considered at a lower priority level than specific projects. MHRB will consider inclusion of the following costs (see Definitions List) in the project budget, however these should be proportional to the overall budget:
 - Travel costs (regional area only)
 - Incentives/Food (rationale for use should clearly be explained)
 - Administrative Costs

Note: All applications, supporting documentation, and other documents submitted to MHRB are considered public documents and shall be made available where required by law.

Technical Assistance

MHRB will offer technical assistance to applicants with any of the grant components. For technical assistance, please contact Tommy Koopman by phone at 513-695-1695 or by email at tkoopman@mhrbwcc.org.

Application Requirements and Format

A standardized application form is available. The application form (in Word) and the budget form (in Excel) are available for download at www.mhrbwcc.org. All applications should use at minimum 11 point font size. The application should not exceed a total of 4 pages (excluding attachments). One copy of application and attachments, printed single-sided, should be submitted.

The intent is to make the application process easy, short, and concise. However, incomplete applications will not be considered. All applications must contain the following elements:

- I. Business Name, EIN Number, Address, Contact Person, Phone Number, and Email Address
- II. Organizational Description to include:
 - a. A short history
 - b. Total number of staff
 - c. Current number of clients served
- III. Problem, Opportunity or Need – This section should provide a brief description of the issue to be addressed and can include any data or other information that helps to explain the issue to be addressed
- IV. Project Proposal
This section should include a concise description of the proposed project including:
 - a. **Who** is the target population
 - b. **What** will be provided
 - c. **How** it will positively affect mental health and/or prevent suicide among staff and/or clients
 - d. **When** will project be conducted
 - e. **Project Partners** – Who are the partners that will be included in this project
 - f. **Sustainability** – Do you plan on sustaining the project after this funding is gone? If so how?
 - g. **Evaluation Plan:**
 - i. Anticipated number of people to be served by project
 - ii. Anticipated outcomes of project
 - iii. How will your outcomes be measured?
- V. Timeline for Implementation
- VI. Budget: Use provided Budget Form and include a written Narrative showing detail of each expense line (what is included and how it was calculated). Note: Provide Budget/Narrative as it relates to the proposed project only. A full agency budget is not necessary.
- VII. Required Attachments:
 - a. IRS Form W-9
 - b. Letters of Support/Partnership (if applicable)
 - c. A concluding statement signed and dated by business officer attesting that the application is complete and true.

Submission Method and Deadline

Applications may be submitted using any of the following methods:

- The **preferred** delivery method is via email:
tkoopman@mhrbwcc.org
Subject line should read: Mini Grant Application
- Applications may also be submitted via postal service or hand delivery to:
Mental Health Recovery Services of Warren & Clinton Counties
201 Reading Road
Mason, Ohio 45040
Attn: Tommy Koopman

Deadline: Applications received by the 15th of the month will be reviewed and funding decisions will be made by the end of the following month.

Proposal Selection Criteria

Proposals must align with the MHRB Mission and Vision and adhere to all RFP guidelines. MHRB reserves the right to request clarifying information and conduct interviews with and/or site visits of applying organizations as part of the review process.

Note to Previous Mini-Grant Recipients

If your entity was (or currently is) a mini-grant recipient, it is expected that MHRB will be in receipt of your final report prior to the application for FY21 funding. Organizations may only have one mini grant at a time, and new applications will not be considered until MHRB receives and approves the final report from previous mini grant awards.

Reporting Requirements for Grantees

- Written narrative report to MHRB on efforts and results after completion, to include outcomes
- Presentation to MHRB Board of Directors upon request
- Final accounting of funds submitted within one month of end of grant project
- Any unused funds must be returned; Carryover of funds allowable upon written request and MHRB approval
- Grantee must agree to acknowledge contribution from MHRB in any publications, advertisements, or other media outlets.

For More Information

Please direct questions regarding the Mini-Grant process to:
Tommy Koopman, Director of Prevention and Wellness
Mental Health Recovery Services of Warren and Clinton Counties
201 Reading Road
Mason, OH 45040
513-695-1695
tkoopman@mhrbwcc.org

Definitions

Administrative Costs

Personnel costs necessary for operations but not directly associated with developing a product or providing a service. This can include: executive, administrative, supervisory, accounting salaries and expenses, etc.

General Operating Expenses

The entity's day-to-day expenses not directly associated with program provision. This can include, but not limited to, rent, utilities, lease agreements on/purchase of equipment, repairs, amortization and depreciation, phones/internet service, software, office supplies, furniture, subscriptions, advertising, and similar items associated with operating a business.

Incentives

A prize or reward; something that encourages or motivates somebody to do something. Examples include: food, bracelets, tee-shirts, gift cards, tote bags, etc.

Partnership Letter

A letter written by another entity pledging partnership with the applying organization in the implementation of the proposed project.

Primary/Universal Prevention or Education

One of the three categories (Universal, Selective, Indicated) developed by the Institute of Medicine to classify preventive interventions. Primary/Universal prevention strategies address the entire population (local community, school, neighborhood), not solely to those who have been identified on the basis of individual risk. Education/programs are focused on: (1) enhancing strengths so as to reduce the risk of later problems, (2) increasing positive development, and/or (3) addressing risk factors.

Support Letter

A letter written by another entity indicating support for the proposed project and/or applying organization.

Sustainability Plan

A plan developed to ensure the project will continue after grant funding has been fully expended. This can include, but not limited to, the application for other grants, developing a self-sustaining program, or creating key partnerships in the community which can enable the project to continue without the need for further funding.