



Request for Proposal (RFP)

For

FY 2015 Community Mini-Grant

Issued by

The Mental Health and Recovery Services Board of Lucas County

Date Issued:

November 16, 2015

Responses due by 4:30 P.M. EST on:

December 16, 2015



Community Mini-Grant Request for Proposal (RFP)

Introduction

The Mental Health and Recovery Services Board (MHRSB) of Lucas County is a governmental entity responsible for planning, funding, monitoring and evaluating services and programs for residents with serious mental and emotional disorders and addictions. Funds come from various sources including the federal and state government, and our local levies. The mission of MHRSB is to “cultivate a high quality, efficient, and accountable network of community assets dedicated to reducing the impact of mental illness and addiction.

Background

In continuing efforts to foster activities that promote positive mental health and prevent substance abuse, the MHRSB is pleased to announce an opportunity for funding. The Board is seeking to provide up to \$5,000 in funding to grass roots organizations and individuals that are providing programming that offer skills, strengths, resources, supports, or coping strategies for the population that the MHRSB serves.

MHRSB Funding Priorities:

- Reduce the impact of mental illness and addiction.
- Build upon individual and community strengths to achieve positive change, or assist persons dealing with mental illness or addictions to realize their hopes, dreams and recovery.
- Projects that are in response to growing challenges or gaps in Lucas County.

Organizational Eligibility and Restrictions

Eligibility:

- Project requests must be community based.
- The project request must impact Lucas County residents.
- OMHAS certified agencies are ineligible to receive mini-grant funds.

Limitations:

- Grant funds cannot be used for expenses related to fundraising events.
- Grant funds cannot be used for political purposes.
- Grant funds cannot cover equipment such as iPads, iPods, tablets or other electronic items.
- Travel and lodging for speakers and/or staff are not allowable costs for community mini-grants.
- MHRSB cannot provide full event funding.

Request for Funding Proposal Summary

Submit a 1-3 page Request for Funding Proposal Summary which includes the following elements:

- Project/event description
- How this proposal is consistent with the Mission of the MHRSB.
- How the money is going to be used.
- The projected impact (outcome) of this proposal.

Funding Levels/Award Amounts

A total up to \$50,000 is available for programs serving Lucas County residents; the maximum funding per project is \$5,000. The grant period is November 1, 2015 to June 30, 2016. The selection committee reserves the right to adjust the amount awarded to successful applicants.

Requirements

All recipients must complete these minimum requirements:

- Invite MHRSB staff to all events.
- Include MHRSB logo on all signage, promotional materials (t-shirts, water bottles, magnets, etc.), and on social networking websites and other printed materials.
- Submit electronic copies of photos from the event or program.
- A final accounting of funds must be submitted within 60 days after the end of the activity.
- All unused funds must be returned to the Mental Health and Recovery Services Board of Lucas County.

Submission of Proposals

Interested parties should submit **written** proposals via postal service or hand delivery to:

Mental Health and Recovery Services Board of Lucas County
Attn: Community Mini-grants
701 Adams St. Suite 800
Toledo, Ohio 43604

Submit **electronic proposals** to: netmail@lcmhrsb.oh.gov
Subject line should read: Mini Grant Application

Proposals should be received by 4:30 PM on Wednesday, December 16, 2015. The Community Mini-grants Steering Committee maintains sole discretion to select a proposal and subsequent vendor based upon its evaluation of submitted materials and ancillary information that may be obtained from external sources. Proposals should not include proprietary information as all submissions will be considered public records.

Questions & Technical Assistance

All questions must be submitted electronically no later than 4:30 PM on Monday, November 30, 2015 to netmail@lcmhrsb.oh.gov. No questions will be answered after the deadline. All questions and answers will be posted at www.lcmhrsb.oh.gov. Interested parties are required to monitor this website for any updates to the RFP.