



Request for Proposal (RFP)

For

FY 2017 Community Mini-Grant

Issued by

The Mental Health and Recovery Services Board of Lucas County

Date Issued:

July 1, 2016

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

August 15, 2016



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 per project in funding to grass roots organizations 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:

- Organization’s total annualized budget cannot exceed \$750,000.
- Applicants must be grass roots community based organizations.
- The project request must impact Lucas County residents.
- The project must be completed by December 31, 2016.
- OMHAS certified agencies are ineligible to receive mini-grant funds.

Limitations:

- Priority will be given to reimbursement for programming expenses.
- 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, etc.
- Travel and lodging for speakers and/or staff are not allowable costs for community mini-grants.
- MHRSB cannot provide full event funding. Applicants should effectively leverage resources, both cash and in-kind support.
- Organizations that meet the new eligibility criteria and have previously received a mini-grant may apply, but a group can only be awarded one mini-grant per fiscal year (July 1st 2016 – June 30th 2017).

Request for Funding Proposal Summary

Must adhere to the Request for Funding Proposal Summary template.

Documentation:

In order to be considered for a mini-grant, an applicant must provide the following documentation:

- Request for Funding Proposal Summary
- IRS form W-9 (Request for Taxpayer Identification Number and Certification)

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 July 1, 2016 to December 31, 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.

****Incomplete packets will not be reviewed****

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, August 15, 2016. 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, August 1, 2016 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.