

# **COMMUNITY WELLBEING GRANT INFORMATION 2013-2014**



**Community Wellbeing Program  
Mental Health Services Act/Prevention and Early Intervention**

**November 2012**

Tri-City Mental Health Center  
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## **TRI-CITY MENTAL HEALTH CENTER COMMUNITY WELLBEING GRANT INFORMATION**

### **Introduction**

The Tri-City Mental Health System is the system of mental health services and supports available to residents of Claremont, La Verne, and Pomona. The system is managed by Tri-City Mental Health Center, and includes the Tri-City mental health clinics and Wellness Center. Services include but are not limited to psychotherapy, clinical case management, medication support, peer-to-peer support, psychoeducation, linkage and referral, vocational training and support, socialization activities, and community outreach.

The Community Wellbeing Program is part of the Tri-City Prevention and Early Intervention Plan, a plan developed by stakeholders across the three cities and funded through the Mental Health Services Act. Under the Community Wellbeing Program, local communities are supported to develop and implement community-driven plans to improve and sustain the emotional and behavioral wellbeing of their members.

### **Who can apply to receive Community Wellbeing Grants?**

In this program, *community* is defined as a group of people who know each other well enough to act together and provide support for each other. Any community that wants to make a commitment to improving the emotional and behavioral wellbeing of its members can apply for Community Wellbeing Grants, subject to the following qualifications:

- The majority of community members must live or work primarily in the Tri-City area—i.e., within the cities of Claremont, La Verne, or Pomona.
- Members of the community must already be in relationship with one another and support each other OR be willing to become a relational community through the grant program.
- The application must be submitted by an entity that has 501(c)3 status. This means that either the community must have its own 501(c)3 status or have a 501(c)3 fiscal sponsor who is willing to enter into contracts on behalf of the community.

### **What are the size and duration of the community wellbeing grants?**

Eligible communities can apply for grants up to \$10,000 per year for a maximum of three years. Communities who apply for multi-year grants will receive approval for the first year of funding only. Subsequent years of funding will be awarded depending on progress made during the first year.

### **What are the criteria that will be used to award community wellbeing grants?**

Successful communities will demonstrate:

1. Participation from recognized leaders of the community—people who have substantial constituencies among community members, who are recognized by their community as leaders— in the proposal development process;
2. A commitment from leaders and members of the community to actively participate in the activities to be funded by the community wellbeing grant;
3. A plausible connection between the proposed activities and the expected impact of those activities on the emotional and behavioral wellbeing of community members;
4. A capacity to implement the proposed project activities;

5. A commitment to collect data (with training and support from Tri-City Mental Health Center) to document the impact of the community's actions on the emotional and behavioral wellbeing of community members; and
6. A commitment to participate in a learning process with other Tri-City area communities who are implementing community wellbeing efforts.

**What are examples of actions communities might take through their plans?**

Examples of actions communities may take to promote the mental and emotional wellbeing of their members include organizing:

- Wellness and outreach fairs to help veterans become reconnected to each other
- Wellbeing initiatives to improve the emotional and behavioral wellbeing of staff at an agency
- Community activities and outings to improve members' sense of connection to one another
- Activities to help a group of parents of disabled children better support each other
- Training and leadership development efforts for a group of seniors who wish to hold their own support groups
- Traditional cultural ceremonies to increase community members' sense of connectedness

**What is the timeline for this year's community wellbeing grants?**

Application available: February

Mandatory Bidders Conference: February 19<sup>th</sup> & 21<sup>st</sup>

Applications due: April 1, 2013

Delegates and staff panel reviews proposals: April 2013

Applicant interviews: May 1<sup>st</sup> and 2<sup>nd</sup>

Final selection and contracting: Late May

2013-2014 Grantee Orientation: June 20<sup>th</sup>

## Community Wellbeing Grant Frequently Asked Questions

### I. General Grant Questions

#### **What communities can apply for this grant? How do I know or decide what my community is for the purpose of this grant?**

For the purposes of this program, community is defined as "a group of people who know each other well enough that they provide support to each other and can act together." Any community whose members primarily reside and/or work in the Tri-City area can apply for a grant.

In thinking about the community who is applying for the grant, the crucial questions are:

- Who are the people who are in relationship with each other who are applying for the grant?
- How do we describe their community?
- Are the leaders of our community actively involved in the planning of the grant?
- Will leaders of our community actively be involved in implementing the activities funded by the grant?

For this grant a community can be either:

1. An existing community: A group of people who are already in relationship with one another and actively support one another. They interact with one another regularly and have some identified leadership. This existing community will be applying to support their existing efforts or develop new ways to increase the emotional and behavioral wellbeing of their members.

OR

2. An emerging community: A group of people who may know each other but who are not yet in relationship deeply enough with one another to provide on-going support to each other and act consistently together. There is leadership within the group and a desire among group members to become a community that offers on-going support to one another. Leaders will be applying for a grant to help them build community among group members and develop ways to increase emotional and behavioral wellbeing.

\* Unlike other programs funded through the Mental Health Services Act, this program is not intended to help professionals provide services to others; the goal is to empower communities to act on their own behalf.

#### **Do all members of the community need to be involved in the planning process?**

Not necessarily. Existing communities who are appropriate for this program should already have established leadership. Community leaders are expected to develop the grant application, and should get input and buy-in from the larger community. Depending on the size of the community, each community member does not necessarily need to be directly involved in the planning process but there should be an effective feedback loop for leaders to receive community-wide input into the grant proposal.

#### **Do we have to document community members' involvement in the process to develop the grant application?**

Yes. In the application there is space to list individuals who were involved in the project development and those who will be involved in implementation. If you wish, you may implement a pre-survey to gather feedback from your members about their need for grant support and potential grant projects. This information may be included in your application.

**Can a community of children apply for a grant?**

The intention of this program is to support people acting on their own behalf. The best way to involve pre-adolescent children would be for their parents to submit a proposal as the community or for adults who work with this age group to submit a proposal as the community. In the proposed activities, children could be involved, but the primary focus would be on the members of the community—i.e., the parents or staff members. Young people age 16 and older, can submit a proposal to help strengthen their community and individual wellbeing.

**Can this grant support existing community efforts?**

Yes, grants can support new efforts and/or deepen, enhance, or improve existing efforts. As one-time funds, however, these grants should not be viewed as sources of on-going support.

**What can grant funds be used for?**

Funds can be applied towards any reasonable expense—including activities, people’s time, supplies, or other expenses—necessary to achieve the proposed outcomes. The grant application must demonstrate a clear connection between the proposed activities and the expected impact of improved wellbeing among community members.

**What if my community does not have 501(c)3 status?**

In this program, Tri-City can only enter into contracts with 501(c)3 organizations. If the community does not have non-profit 501(c)3 status, it must enter into relationship with a fiscal sponsor who does. The sponsoring agency will be responsible for partnering with the community to manage all grant funds, sign the contract, and complete financial reports. One fiscal sponsor agency may support more than one community.

**Can we do one application serving two different communities?**

No. Each community must submit its own application. If a single community is proposing several different actions, these different actions can be included in the same proposal.

**Are these grants only for helping those with severe and persistent mental illness?**

No. Community Wellbeing Grants are intended to focus on community efforts that promote emotional and behavioral wellbeing, not efforts that seek to treat mental illness. The focus here is on wellbeing and prevention, not treatment of mental illness.

**Can the benefits of accepted plans extend beyond the Tri-City area (Pomona, La Verne, Claremont)?**

Yes, however the efforts must primarily focus on people who live and/or work in the Tri-City area.

**When can communities who are awarded grants, begin to implement their projects?**

We anticipate awarding the grants by June. Once these decisions are made, Tri-City will work with the fiscal sponsor and community leaders to develop a contract. We expect most, if not all contracts, will be in place by July 1, 2013. Funding will only become available after a contract is in place

**What is the selection process for applications?**

Applications must be received in person no later than 5pm on April 1, 2013. All complete applications that are received on time will be scored by a panel of reviewers to include delegates from the cities of Pomona, Claremont, and La Verne as well as Tri-City staff. Applications will be scored on the following:

PROPOSAL COMPONENTS		Maximum Score
1	Summary statement: provides a concise and clear summary of the proposed project	5
2	Statement of need: clearly describes some of the current emotional and behavioral needs of the community	10
3	Description of community members	10
4	Description of how community members will be better off because of the project	20
5	Description of how the community will know if members are better off because of the project	5
6	Description of the implementation plan	20
7	Budget: details a plausible budget	10
8	Leadership involvement: reflects how community leaders participated in the proposal development process	20
Total		100

Applicants whose proposals are scored highly will be scheduled for an in-person interview on May 1<sup>st</sup> or 2<sup>nd</sup>. During the interview, a leader from the actual community and a representative from the fiscal sponsor agency must be present.

## **II. Technical Questions**

### **Can we get feedback regarding our proposals before final submission?**

Yes. If you are planning to apply you must attend a mandatory Bidders Conference on either February 19<sup>th</sup> or February 21<sup>st</sup>. Here you will be given important information about the program and grant application requirements. You will also have an opportunity to stay for an application workshop where you will be able to ask questions about your proposal and receive feedback.

### **What happens if communities submit an incomplete proposal?**

All hard copy applications must be submitted in person before 5 pm on April 1<sup>st</sup>. In addition to the hard copy application one electronic version must also be submitted (by CD or email). Once communities submit their application, no changes can be made to the proposal. Incomplete or late proposals will not be considered by the review team.

### **Are attachments to my application ok?**

The only required attachment is proof of 501(c) 3 status. The narrative section must not exceed 5 pages. If there are other documents that will support your application you may include them.

## **III. Data and Learning Questions**

### **What data collection is required?**

The Community Wellbeing Program will provide technical assistance to all communities receiving Wellbeing Grants. The data collection involves a community wellbeing survey that must be implemented several times a year. Communities will have support from the program in analyzing the results. This data is not just for accounting and reporting purposes. The intention is for communities to receive data and feedback that is meaningful to them, and that helps them improve their efforts to promote wellbeing.

### **What learning events will we be participating in?**

Communities engaged in the Community Wellbeing Program will benefit from periodic learning events. These will include quarterly Intercommunity Meetings, individual TA sessions and site visits, and other ad-hoc learning processes. These learning processes are designed to provide communities with the

technical assistance needed to be successful, and to support leadership development among community members.

#### **How will information for data be kept confidential?**

Communities will not be required to disclose personal information about community members or engage in other reporting that would violate confidentiality. Communities will work closely with the program's Community Capacity Organizer to develop the data collection and reflection processes. Communities will also have the resources of Tri-City's Program Analysts to further support their data efforts.

### **IV. Budget Questions**

#### **How will communities be funded?**

Communities can apply for up to \$10,000. Communities are encouraged to apply for less if they know their proposed projects will need fewer funds. The review team that selects grant recipients will also take a look at the project and the amount being requested to assess whether the requested amount seems appropriate for the type of project proposed. Once a grant is awarded and a contract approved, grantees will receive 25% of their awarded amount. The remainder of grant funds will be distributed in increments each quarter upon receipt of your quarterly financial report. If the community can document (i.e. provide actual invoices etc.) that they have spent the distributed funds prior to the end of the quarter and are in need of additional funds to continue their efforts they can request an advance of funds.

#### **Should we include in-kind contributions in the calculation of our budget total?**

If you have in-kind contributions to the community efforts, you can list them in the appropriate section on the budget form as an illustration/demonstration of existing partnerships and support. You should include these in your budget *calculations* only if you calculate the value of these contributions as part of your regular budget accounting. We do not require organizations to calculate a dollar value for each in-kind contribution.

#### **Is there an indirect cost allowance for the 501(c) 3 organization that is supporting the community and entering into the contract on their behalf? How do we enter that (if any) in the budget line item?**

The budget presented by the community can include an amount for indirect costs up to 15% of the direct cost of the project, to be distributed on the same schedule as all other project expenditures. The indirect costs should be included as a separate line item in the budget. The indirect cost amount on the budget needs to reflect actual indirect costs incurred to support the project and be supported by an additional budget worksheet that details the indirect costs by type of cost. Please keep in mind that indirect costs requested to be funded are not the same as "In-Kind Costs". In-Kind costs are amounts contributed and not funded.