



ETHEL & JAMES

FLINN FOUNDATION

2019

ADULT MENTAL HEALTH

REQUEST FOR PROPOSALS
(RFP)

APPLICATION
DEADLINE:

THURSDAY,
JULY 18, 2019

4:00 PM



The Ethel and James Flinn Foundation (the “Foundation”) is a Detroit based private foundation established in 1976 by Ethel “Peggy” Flinn and her brother, James “Jim” Flinn, Jr. Peggy Flinn passed away in 1994. Jim Flinn, Jr., who was diagnosed with schizophrenia in his early 20’s, led a remarkable life until his passing away in 2007 at the age of 91. The Foundation is committed to improving the scope, quality and delivery of mental health treatment in Michigan. The Foundation’s geographic focus is primarily southeast Michigan, defined as the counties of Wayne, Oakland, Macomb and Washtenaw.

ELIGIBILITY AND AVAILABLE FUNDING

This RFP is open to governmental agencies and non-profit organizations that provide mental health care and treatment for adults (21 years and older) either exclusively or as a component of its overall services. The organization should be located in southeast Michigan - specifically Wayne, Oakland, Macomb or Washtenaw County but the Foundation may also consider programs and activities that benefit a major portion of the State of Michigan.

The Foundation is requesting proposals to implement Evidence-Based Practices and has allocated approximately \$450,000 for 2019. Two-year grant requests ranging from \$50,000 to \$100,000 per year will be considered. The total two-year award will be determined during the grant decision process.

EVIDENCE-BASED PRACTICES

It is now well documented that knowledge gained through research has, in many instances, not been translated to everyday clinical practice in the mental health field. Therefore, the Foundation has primarily focused its grantmaking on accelerating the implementation of best practice treatment programs in community settings throughout southeast Michigan for adults 21 years and older.

The Foundation uses the standards set by the Substance Abuse and Mental Health Services Administration (SAMHSA) in identifying a model as evidence-based and defines it as follows: a practice that has demonstrated positive results in at least two randomized control studies or in a large series of single-case experiments.

There is abundant literature about implementation of evidence-based practices. Without limiting your research, the attached websites and information can be used for reference (*Attachment 1*).

FUNDING PRIORITIES FOR 2019

The Foundation does not endorse a particular evidence-based practice or list of such practices, but will prioritize the following proposals aimed at improving behavioral health service delivery by:

- *Implementing new best practice models that integrate behavioral health and primary care services. **Must be implemented in primary care setting***
- *Implementing new best practice care coordination models for people with complex behavioral health and physical health needs – **Must be implemented in mental health setting***
- *Implementing new best practice psychotherapy and psychosocial treatment programs for adults*
- *Implementing new best practice programs to improve Veterans' mental health*
- *Implementing new best practice models that divert people from the criminal justice system into behavioral health treatment*

INQUIRIES

You may contact staff at the Foundation to discuss eligibility and questions regarding this RFP. However, a discussion is discretionary and not a requirement.

Andrea M. Cole
Executive Director and CEO
acole@flinnfoundation.org
Phone: (313) 309-3436

TIMELINE AND DATES

IMPORTANT DATES	
<i>July 18, 2019 - (4:00 p.m.)</i>	<i>- Application Deadline</i>
September 30, 2019	- Decision Notification
October 8, 2019	- Grantee Orientation Meeting
December, 2019	- Funds Issued
January 1, 2020 – December 31, 2021	- Two Year Grant Term
March 1, 2021	- Progress Report Due
March 1, 2022	- Final Report Due

SUBMISSION

All applications must be submitted through the Foundation's online application process that is accessible directly from our website <http://www.flinnfoundation.org/apply/>. The Foundation's grantmaking priorities are outlined in detail and a tutorial is available to help walk you through the application process.

REQUIREMENTS

To help you prepare for the on-line grantmaking application process, we have outlined the following elements that should be included in your proposal information section:

1. Mission, Accomplishments and Organizational Capacity:

- Provide a brief history of the organization and/or department, current mission and goals, a description of services, past accomplishments and experience with similar projects including evidence-based models
- Describe your organization's capacity and resources to implement the evidence-based practice or program and the specific activities, efforts and steps taken to date to ensure readiness to implement.

2. Purpose/Need/Population Served:

- Provide a clear description of the program and rationale/need for services.
- Identify the age range of your target population, geographical area, current number served, the projected number of individuals to be served directly by the services and the vulnerable nature of the population.
- Identify the Evidence-Based Practice (EBP) to be implemented and cite the specific source of credible research, evaluations, and literature that designates the practice as evidence-based.
- Describe how this particular program will improve both the delivery of services and mental health treatment outcomes for the population served.

3. Activities and Outcomes:

- Provide a description of how the organization plans to implement the program and incorporate the EBP into your core services. The description should include names and titles of the persons responsible for implementation and a timeline identifying major activities that would occur during each year of the grant term.
- Describe the services and activities to be provided and the specific measurable results and outcomes that you wish to achieve during the grant period.
- If applicable, cite evidence that the proposed services and activities are likely to lead to the desired outcomes. Such evidence may include, for example, research studies, proven models and evaluations.

4. **Collaboration/Coordination with Other Resources:**

- Identify collaborative partners and stakeholders and their roles.
- Indicate relevant coordination with other resources to implement the program and/or support broader systems/community changes.

5. **Evaluation:**

- Explain how the outcomes of the program will be measured and reported.
- Identify who will be responsible for performing the evaluation and describe how the results will be used and disseminated.

6. **Sustainability:**

- Describe how you plan to integrate the program into the core services of your organization and continue the program following the end of the grant term.

7. **Attachments:** The following **3** reports are required along with the application:

- **Executive Summary** (*use foundation template on website - a copy of the template is attached to help you with planning*). The executive summary is limited to two pages and should provide a clear overview of the proposed goals, activities and outcomes expected from the program.
- **Budget/Actual Expenditure Report** (*use foundation template on website- a copy of the template is attached to help you with planning*).
- **Current financial audit** conducted by an independent certified public accountant (within last two calendar/fiscal years)

GRANT DECISION PROCESS

The Board of Trustees will review all proposals and make final approvals. The funding decisions will be based on the following considerations:

- The degree to which the proposal addresses priority areas as defined in this RFP
- Ability to significantly improve the quality, scope or delivery of mental health services
- Ability to sustain program and services beyond grant term

REPORTING

All organizations who receive a grant will be required to sign a Grant Award Agreement Letter notifying the Foundation of their ability to comply with all reporting requirements. Grant funds are dispensed in December, 2019 and the grant term for all funded projects begins January 1, 2020.

Please apply online at www.flinnfoundation.org/apply. The Executive Summary and Budget/Actual Expenditure Report templates are available at the bottom of the page.

EVIDENCE-BASED PRACTICES

Websites and Resources

Substance Abuse and Mental Health Services Administration – SAMHSA
www.samhsa.gov

- *SAMHSA Evidence-Based Practices Resource Center*
<http://samhsa.gov/ebp-resource-center>
- *SAMHSA's Center for Integrated Health Solutions*
<http://integration.samhsa.gov>

American Psychiatric Association – APA www.psychiatry.org

- *APA Practice Guidelines*
<http://psychiatryonline.org/guidelines.aspx>



The Flinn Foundation
Budget/Actual Expenditure Form
 For Year [1]

The purpose of this Budget Form is to provide The Ethel and James Flinn Foundation with complete information about your program's projected expenses and revenue. Please submit this budget form with your complete proposal and required attachments. Please itemize where necessary (for example, salaries). Include indirect costs that are related to the program and indispensable to it. The Foundation will not approve indirect costs budgeted as a percentage of the grant amount. If your request is for more than one year, complete the spreadsheet for each year you are requesting funding (see tabs below). **NOTE:** You will also use this form to submit Actual Expenditures with your Progress and/or Final Expenditure Report. Keep a saved copy for your records.

[Insert Name of Organization]	Total for Program	Amount Requested from the Foundation	* Actual Expenditures
EXPENSES			
Salaries (Itemize. If less than full time, prorate or specify number of FTE)			
Evaluation			
Professional Services (legal, accounting, etc.)			
Training			
Consultants/Contracted Services (other than evaluation)			
Travel			
Equipment and Supplies			
Printing and Copying			
Other (Specify)			
TOTAL EXPENSES	\$0	\$0	\$0

REVENUE	Committed	Pending	
Grants/Contracts/Contributions:			
The Flinn Foundation Request			
Government (indicate whether local, state, federal)			
Other Foundation Support			
Other (Specify)			
In-Kind (indicate source)			
TOTAL REVENUE AND RESOURCES	\$0	\$0	\$0

ITEMIZATION	Total for Program	Amount Requested from the Foundation	* Actual Expenditures
EXPENSES			
TOTAL EXPENSES	\$0	\$0	\$0

* Only applicable when submitting a Progress or Final Expenditure Report

INSTRUCTIONS FOR EXECUTIVE SUMMARY TEMPLATE

Note: Use formatted Executive Summary Template on website or use the following format when submitting attachment:

- Word document (No Pdfs, Letterhead, Logo or Footer)
- Two Page limit, Margins: Top, Bottom, Left and Right: 1.0"
- Font: Times Roman, Font Size: 12
- Line Spacing: Single, Letter Style: Block, Text Align: Justify
- Header: Organization Name (Capital Letters, Centered and Bold)