



ETHEL & JAMES

FLINN FOUNDATION

2019

CAPACITY BUILDING
OPPORTUNITIES

REQUEST FOR PROPOSALS
(RFP)

APPLICATION
DEADLINE:

THURSDAY,
JULY 18, 2019

4:00 PM



REQUEST FOR PROPOSALS (RFP) CAPACITY BUILDING OPPORTUNITIES

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 services 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 services and located in southeast Michigan - specifically Wayne, Oakland, Macomb or Washtenaw County. The Foundation may also consider projects and activities that benefit a major portion of the State of Michigan. Mental health services must be a significant share of the services provided by the organization.

FUNDING PRIORITIES FOR 2019

The Foundation recognizes the importance for organizations to build capacity to maintain quality services. This RFP is aimed at strengthening resources in mental health provider organizations. Approximately \$400,000 is allocated for one-year grant requests ranging from \$25,000 to \$60,000. Proposals should address one of the following priorities:

- Improvement or enhancement of existing behavioral health treatment model that increases access to or quality of care
- Use of technology to improve access to or quality of behavioral health care (i.e. telemedicine, electronic health records)
- Organizational and program improvements that include: strategic planning; policy/practice improvements; evaluation; provider or cross system collaborations; shared services and mergers; governmental compliance and mandates
- Staff or clinical training and workforce development

The Foundation does not consider support for the following:

- Grants made directly to individuals
- Loans
- Grants to support religious activity or sectarian education
- Non-Michigan projects
- Capital projects
- Endowments, annual drives, fund raising events
- Past operating deficits

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
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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 funding priorities are outlined in detail and a tutorial is available to help walk you through the application process.

TIMELINE

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, 2020	- One Year Grant Term
March 1, 2021	- Final Report Due

REQUIREMENTS

To help you prepare for the on-line grantmaking application process, we have outlined the following elements that should be included in your answer to each question of the 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, including specifically mental health services, past accomplishments and experience with similar projects.
- Describe your organization's capacity and resources to implement the project's activities and the specific efforts and steps taken to date to ensure readiness to implement.

2. **Purpose/Need/Population Served:**

- Provide a clear description of the project and rationale/need for project.
- Identify the age range of your target population, geographical area, the current and/or estimated number of individuals benefited by the project and the at-risk nature of the population.
- Describe how this particular project will improve both the delivery of services and mental health treatment outcomes for the population served.

3. **Activities and Outcomes:**

- Describe the activities to be undertaken and the specific results and outcomes that you wish to achieve during the grant period.
- The description should include names and titles of persons responsible for implementation and a timeline identifying major activities that would occur during the grant year.
- If program model(s) are involved, describe the model, and cite evidence that designates the model as an effective program.
- If applicable, cite evidence that the proposed 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 in the project and their roles.
- Indicate relevant coordination with other resources to implement the project and/or support broader systems/community changes.

5. **Evaluation:**

- Explain how the outcomes, intermediate and long term, of the project 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 project into the core services of your organization 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 implement effectively, reach an underserved population, and/or serve a significant amount of people with a diagnosed mental illness
- 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 Ethel and James Flinn 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.



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)