



ETHEL & JAMES

FLINN FOUNDATION

2019

CHILDREN AND YOUNG
PEOPLE 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 services for children and young people (up to the age of 21 years old) 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 Children’s Mental Health Evidence-Based Practices (EBPs) and has allocated approximately \$450,000 for 2019. Two-year grant requests ranging from \$50,000 to \$75,000 per year will be considered. The total two-year award will be determined during the grant decision process.

FUNDING PRIORITIES FOR 2019

According to the National Institute on Mental Health (NIMH), 1 in 5 children ages 13 to 18 have, or will have, a serious mental illness with nearly half beginning by age 14 and 75% by age 24. However, many children and adolescents with mental health and substance use disorders do not receive the treatment they need. The purpose of this RFP is to advance access to effective prevention, screening, early identification and mental health treatment interventions for children and young people up to the age of 21 years old.

The Foundation will primarily focus on implementing best practice programs supported by evidence. The Substance Abuse and Mental Health Services Administration (SAMHSA) offers a comprehensive listing of children’s mental health evidence-based practices (EBPs) websites <http://www.samhsa.gov/ebp-resource-center>. These EBPs are based on scientific principles and have demonstrated some level of efficacy. See **Attachment 1** for additional websites and resources.

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 infant mental health models (zero to three) targeted to at-risk parents
- Implementing developmental screening, assessment and mental health treatment models in early childhood settings for children (four to six)
- Implementing pediatric screening, assessment, diagnosis and behavioral health treatment models in school-based clinics and primary care settings
- Implementing screening, assessment and behavioral health treatment models in the child welfare and foster care systems
- Implementing diversion programs intended to divert children and young people with mental health disorders or co-occurring mental health/substance abuse disorders from the juvenile justice system into treatment and mental health services
- Implementing psychotherapy and psychosocial treatment programs including, but not limited to: cognitive behavioral therapy, dialectical behavioral therapy, family psychoeducation, trauma informed care, applied behavior therapy, etc.

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. Include description of services for at risk children and youth.
- 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, the current and projected number of individuals to be served directly by the services and the at-risk 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'S Evidence-Based Practices Resource Center*
<http://samhsa.gov/ebp-resource-center>

- *SAMHSA's Center for Integrated Health Solutions*
<http://integration.samhsa.gov>

Office of Juvenile Justice and Delinquency Prevention - <https://www.ojjdp.gov/mpg/>

Mental Health America (MHA) <http://www.mentalhealthamerica.net>

American Academy of Pediatrics – AAP www.aap.org



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)