



ETHEL & JAMES

FLINN FOUNDATION

2021
CAPACITY BUILDING
OPPORTUNITIES

REQUEST FOR PROPOSALS
(RFP)

**APPLICATION
DEADLINE:**

**THURSDAY,
JULY 22, 2021**

**BEFORE
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 located in Southeast Michigan that provide mental health care and services. Mental health services must be a significant share of the services provided by the organization.

FUNDING PRIORITIES FOR 2021

The Flinn Foundation recognizes the importance of providing ongoing support to partner organizations as the COVID-19 pandemic continues and we move towards recovery. Mental health providers and non-profits have suffered financial losses and the need for behavioral health treatment and supports has increased. The Foundation has allocated \$1,000,000 for one-year grant awards of \$50,000 per organization to improve capacity in this evolving landscape that may include:

- **Implementing/expanding telehealth infrastructure**
- **Expanding access to therapeutic treatment and service**
- **Expanding access to mental health services in primary care settings**
- **Addressing inequities and disparities in treatment**
- **Training and/or workforce development**
- **Planning cross sector collaboration/coordination**
- **Securing personal protective equipment and supplies**
- **Implementing other program modifications and/or technology**

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
(Working remotely so start with email inquiry)

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.

TIMELINE

IMPORTANT DATES	
<i>July 22, 2021 - (4:00 p.m.)</i>	- <i>Application Deadline</i>
September 30, 2021	- Decision Notification
December, 2021	- Funds Issued
January 1, 2022 – December 31, 2022	- One Year Grant Term
March 1, 2023	- Final Report Due

REQUIREMENTS

When preparing your proposal application, please respond in clear and plain language that accurately describes your project and intended outcomes without too many buzzwords, jargon, or citations. 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 application sections:

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.

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

- Provide a clear description of the need as a result of, or exasperated by, the COVID-19 pandemic and how you propose to utilize the grant to address this emerging need.
- Identify the age range of your target population, geographical area, current number of people served, the projected number of individuals to be served directly by this project and the vulnerable nature of the population.
- Describe how this program will improve access to care, delivery of services and mental health treatment outcomes for the population served

3. **Activities and Outcomes:**

- Briefly describe the activities to be undertaken and specific results and outcomes that you wish to achieve during the grant period.

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.

6. **Sustainability:**

- Briefly describe how the proposed activities will result in lasting change or will be sustained after the grant period.

7. **Attachments:**

- **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 and concise 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 reduce inequities and disparities in access to care and treatment
- 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 2021 and the grant term for all funded projects begins January 1, 2022



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 costs that are directly 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, Technology and/or 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)