



Capacity Building Opportunities

REQUEST FOR PROPOSALS (RFP)

Timeline and Important Dates

Application Deadline: June 29, 2023 (Before 4:00 p.m.)

Decision Notification: September 18, 2023

Funds Issued: December 18, 2023

One Year Grant Term: January 1, 2024 – December 31, 2024

Final Report Due: March 1, 2025



ETHEL & JAMES

FLINN FOUNDATION 2023

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MISSION

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’s mission is to advance effective, well-researched mental health treatment, services and programs that meet the needs of people 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 local or state 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 2023

The Flinn Foundation recognizes the importance of providing ongoing capacity building support to mental health providers. The Foundation has allocated \$500,000 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, evaluation and/or workforce development
- Planning cross sector collaboration/coordination
- Implementing other program modifications and/or technology



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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.

SUBMISSION

All applications must be submitted through the Foundation's online application process that is accessible directly from **our website**. The Foundation's grantmaking priorities are outlined in detail and a tutorial is available to help walk you through the application process.

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:

■ **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.
- Describe your organization's capacity and resources to implement the practice or program and the specific activities, efforts and steps taken to date to ensure readiness to implement.

■ **Purpose/Need/Population Served:**

- Provide a clear description of the program and rationale/need for services. Include data that supports the need including disparities and barriers that exist in target community.
- 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 program and the vulnerable nature of the population.

Andrea M. Cole

Executive Director & CEO

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- Describe how this program will improve access to care, delivery of services and mental health treatment outcomes for the population served.

■ **Activities and Outcomes:**

- Provide a description of how the organization plans to implement the program/services into your core services.
- Describe the services and activities to be provided and the specific measurable results and outcomes that you wish to achieve during the grant period. Include details on the longer-term impact of these services on the population served.

■ **Collaboration/Coordination with Other Resources:**

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

■ **Evaluation/Impact:**

- Explain how the outcomes of the program will be measured and reported.
- What systemic barriers/disparities will be addressed to improve service delivery or reduce health disparities. Can this project be a catalyst for longer-term goals beyond the grant period or replicated in other communities?

■ **Sustainability:**

- Describe how the proposed project/activities will be sustained after the end of the grant term and integrated into your core services. If the services can be supported through billable services, or other revenues, include information on how and when these funding streams will be utilized to achieve sustainability. Projects that rely on continued philanthropic support may be less competitive.

■ **Attachments: The following three reports are required along with the application:**

- **Executive Summary** ([Click here](#) to download the template - see



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directions on **Page 7** to help you with planning). The executive summary is limited to two pages. This summary will be presented to the Board of Trustees as your impact statement so make sure it is a clear, concise and compelling overview of the need you are addressing, project goals, activities and outcomes expected from the program.

- **Budget/Actual Expenditure Report** (**Click here** to download the template - see example on **Page 6**)
- **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 develop cross-system approaches to strengthen delivery of care and 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, 2023 and the grant term for funded projects begins January 1, 2024

APPLY

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



**CAPACITY BUILDING OPPORTUNITIES
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ATTACHMENT 1

	<p>The Flinn Foundation Budget/Actual Expenditure Form For Year [1]</p>
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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 F			
Evaluation			
Professional Services (legal, accounting, etc.)			
Training			
Consultants/Contracted Services (other than evaluation)			
Travel			
Equipment, Technology and/or Supplies			
Printing and Copying			
Other (Specify detail budget expenses in this category below)			
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 detail budget expenses in this category below)			
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



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ATTACHMENT 2

INSTRUCTIONS FOR EXECUTIVE SUMMARY TEMPLATE

Note: **Click here** to download the formatted Executive Summary Template or use the following format when submitting attachment:

Word document (No Pdfs, Letterhead, Logo, or Footer)

Page Limit: Two

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)