



ETHEL & JAMES

FLINN FOUNDATION 2023



Children and Youth Mental Health

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

Two Year Grant Term: January 1, 2024 – December 31, 2025

Progress Report Due: March 1, 2025

Final Report Due: March 1, 2026



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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 that provide mental health care and services for children and young people (21 years old and younger) 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 \$500,000 for 2023. 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 2023

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



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they need. The COVID-19 pandemic has only exacerbated the need for mental health supports for young people. The purpose of this RFP is to advance access to effective prevention, screening, early identification and mental health treatment interventions for children and youth 21 years old and younger.

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. 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 primary care and school-based clinic settings

Implementing therapeutic interventions including, but not limited to cognitive behavioral therapy, dialectical behavioral therapy, family psychoeducation, trauma informed care, applied behavior therapy, etc.

Implementing diversion programs intended to divert children and youth with mental health disorders or co-occurring mental health/substance abuse disorders from the juvenile justice system into treatment and services

Implementing best practice peer support models to increase access to behavioral health support and services for children and young people.



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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.

Andrea M. Cole

Executive Director and CEO

acole@flinnfoundation.org

(313) 309-3437

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 proposal information section:

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.



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■ 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, 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 one specific source of credible research, evaluations, and literature that designates the practice as evidence-based.
- 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 and incorporate the EBP 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.



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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?
- Identify who will be responsible for performing the evaluation and describe how the results will be used, shared and disseminated.

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 directions on [Page 10](#) 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 9](#) to help you with planning).
- **Current financial audit** conducted by an independent certified public accountant (within last two calendar/fiscal years).



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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 all 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.



EVIDENCE-BASED PRACTICES

Websites and Resources

Substance Abuse and Mental Health Services Administration – SAMHSA

- SAMHSA's Evidence-Based Practices Resource Center
- Center of Excellence for Integrated Health Solutions
- Access to Behavioral Health in Michigan

Office of Juvenile Justice and Delinquency Prevention

Mental Health America – MHA

American Academy of Pediatrics – AAP




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ATTACHMENT 2

 The Flinn Foundation Budget/Actual Expenditure Form For Year [1]			
<p>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.</p>			
[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 3

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)