



NATIONAL CONSUMER SUPPORTER TECHNICAL ASSISTANCE CENTER (NCSTAC)

A PROGRAM OF MENTAL HEALTH AMERICA

STRENGTHENING CONSUMER/PEER-RUN ORGANIZATIONS THROUGH T.A. AND FINANCIAL ASSISTANCE

SEPTEMBER 15, 2009

NCSTAC SPECIAL CAPACITY BUILDING GRANT ANNOUNCEMENT

REQUEST FOR PROPOSALS FOR GRANTS

NCSTAC announces the availability of two \$5,000 capacity building grants to support efforts in expanding existing capabilities and services among consumer run organizations. There is high flexibility around the eligibility for expenditures, but suggested areas include staff training, board education, consultation in the areas of business management and fiscal responsibility, and enhancement of peer-run services.

Application process

Eligibility requirement

Only consumer run organizations who have not received Federal Statewide Consumer Network grants are eligible to apply for the grants.

Consumer run organizations (CRO) must have an active 501(c)(3), or a responsible fiscal agent, registered as a not-for-profit agency, and are currently operating, with or without staff, but with volunteers and a managing board.

Applications will be reviewed and scored based on content, format, proposed goals and activities, plan of implementation, budget and letters of recommendation. To receive funding, applications must clearly support identified goals/objectives as a part of a long-term plan. Grant winners will be expected to submit a 90 day report on implementation of all activities and expenditures from this funding, and a final report at 6 months.

Application guidelines

Applications must be submitted by fax or email and **must be received by October 15, 2009**. It is estimated that grant applications received by that date, and approved, will receive their funding within 6 weeks.

Please use the following three page form as a template for your grant application.

Date:

Name of Organization _____

Address _____

Contact Person for Grant _____

This Person's Position with Organization _____

Phone number: _____ **email:** _____

Employee Identification Number: _____

Treasurer or Accountant for Organization _____

Address _____

Phone number: _____ **email:** _____

ABSTRACT: Please tell us in one paragraph the purpose of your funding request, why you want the money, what will it change or how it will help in your work?

PROJECT GOALS AND OBJECTIVES: List how the funding will help your organization become more effective and support consumers in your region.

SUMMARY OF PROJECT ACTIVITIES and TIMELINE-- List what you plan to do, such as what activities, purchases, events, programs, trainings, stipends, etc. with this grant funding AND when you plan on doing it.

List Each Activity _____ **Tell Us The Month/Date**

BUDGET: Please list the costs/expenditures in this grant. Categories could include any listed here, please be specific:

- Stipends for peer activities \$ _____
- WRAP training \$ _____
- Peer Support Specialist Training \$ _____
- Website development (designer/builder) \$ _____
- Technology Hardware (computers and/software) \$ _____
- Meeting costs \$ _____
- Other _____ \$ _____
- Other _____ \$ _____
- Other _____ \$ _____
- Other _____ \$ _____

Please let us know if there is any technical assistance with which NCSTAC can help you with this project.

Please provide two letters of recommendation from local stakeholders detailing the importance of the proposed grant activity to the community and the capacity of your agency to succeed.

Additional information or attachments

_____ **Date** _____
Signed by Executive Director/Chair/President of the Board

_____ **Date** _____
Signed by Fiscal Agent or Board Treasurer

NCSTAC Responsibilities

On-going technical assistance: NCSTAC will provide on-going support through phone calls, emails, and additional technical assistance as needed.

Grantee Responsibilities

Memorandum of Understanding: Successful applicants must sign a Memorandum of Understanding with NCSTAC outlining proposed activities and the reporting agreement.

Reports: Based upon the work plan timeline submitted to NCSTAC, grantees will submit a report at 90 days (3 months) from receipt of grant funding on the activities, and at 6 months on the final expenditure of grant funds.

For further information on the grant application process, please contact Patrick Hendry at (703) 838-7538, phendry@mentalhealthamerica.net.

Submit applications to

**Patrick Hendry
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Mental Health America
2000 N. Beauregard St.
6th Floor
Alexandria, VA 22311
Email: phendry@mentalhealthamerica.net
Phone: 703-838-7538
Fax: 703-684-5968
www.ncstac.org**

Applications must be received by October 15, 2009

Award announcements will be made by November 15, 2009



Funded by the Federal
Substance Abuse and Mental
Health Services Administration