



**NATIONAL CONSUMER SUPPORTER TECHNICAL ASSISTANCE CENTER  
ORGANIZATIONAL ESTABLISHMENT OF CONSUMER/PEER-RUN  
PROGRAMS – PHASE II**

**REQUEST FOR PROPOSALS FOR CONTINUED FUNDING FOR 2004  
ORGANIZATIONAL ESTABLISHMENT MINI-GRANTS**

The National Mental Health Association's National Consumer Supporter Technical Assistance Center (NCSTAC) is funded through a grant from the Center for Mental Health Services (CMHS) within the federal Substance Abuse and Mental Health Services Administration (SAMHSA). NCSTAC announces the availability of grants for the establishment and development of consumer organizations.

NCSTAC is dedicated to improving the functioning and effectiveness of consumer organizations. A Consumer is defined as an individual 18 years of age or older with severe mental illness. CMHS recognizes that some consumers may choose to identify themselves with other terminology. Consumer Organizations are those controlled and managed by consumers and dedicated to the transformation of mental health services. They have boards of directors comprised of more than 50 percent consumers.

NCSTAC strengthens consumer organizations by providing technical assistance in the forms of:

- Assisting consumer/peer-run groups to obtain needed resources;
- Facilitating referrals to consumer/peer-run programs;
- Providing the necessary training, expertise and knowledge to consumers;
- Facilitating in the collection and dissemination of research findings, evaluation and data related to consumer/peer-run programs;
- Identifying, disseminating and applying best practices on consumer/peer run programs.

**Background**

In July, 2003 the President's New Freedom Commission on Mental Health issued its report, "Achieving the Promise: Transforming Mental Health Care in America". A main recommendation in the report was that services for persons with psychiatric disabilities must be consumer and family centered. A healthy organizational infrastructure is essential to the growth and expansion of consumer-run organizations. Keeping this in mind, NCSTAC has funding available to continue its work with two grantees of the NCSTAC 2004 organizational establishment mini-grant program.

In previous years, NMHA's National Consumer Supporter Technical Assistance Center provided mini-grants that addressed such issues as cultural competence and coalition building. In 2004, NCSTAC provided three one-year mini-grants to entities wishing to become established, consumer organizations. Funding for this program has been extended for three more years. Two grants are available for Phase II funding.

### **Project Description**

**Organizational Establishment Mini-Grant:** NCSTAC will offer two grant awards of up to five thousand dollars per year for NCSTAC 2004 organizational establishment mini-grant grantees. The duration of the grant is for three years.

Each year of the continuation grant will have a specific focus.

- **Year One:** Continued focus on organizational start-up activities. Topics will include cultivating additional volunteer leaders (board members), strategic plans and budgets, and applying for tax-exempt status.
- **Year Two:** Funding consumer/peer-run organizations. Topics will include grant writing, developing community relationships (such as with United Way, faith-based communities, community foundations, consumer supporter organizations, and service providers) and membership development. A four-day grant-writing workshop will be held for grantees.
- **Year Three:** Managing, sustaining, and leveraging consumer organizations. Financial management, community collaboration, membership/capacity building and effective media/public/political relations will be emphasized.

After three years, grantees should have established a sustainable organizational base and be poised to assume leadership roles in their respective communities.

Examples of acceptable uses for the grant money include but are not limited to:

- a. **Paying for start-up costs for the new organization.** This might include developing articles of incorporation, filing for 501 C (3) status, and other legal expenses necessary to create an organization.
- b. **Hosting a planning meeting on developing the mission and vision of a consumer organization.** Grantees may use money to cover staff time devoted to planning and implementing meetings devoted to developing the mission and vision of a consumer organization.
- c. **Printing and design costs for marketing materials**
- d. **Hiring of staff**

**Memorandum of Understanding (MOU):** Upon announcement of the grant awards, NCSTAC staff will work with grantees to develop a Memorandum of Understanding which outlines the proposed activities, protection of human subjects, terms and conditions for reimbursement of grant expenses and any technical assistance needs to be addressed. In years two and three, the MOU will be modified and revised, if necessary.

### **Application process**

### **Eligibility requirement**

In order to be eligible for Phase II mini-grants, applicants must have been grantees in NCSTAC's 2004 organizational establishment mini-grant program. NCSTAC 2004 capacity building mini-grant grantees are not eligible. Applicants who are still in the process of applying for their 501c 3 must show written evidence of a fiscal agent in their grant application.

Applicants must be submitted by fax or regular mail. In order to be scored, applications must include a cover sheet, application (no more than eight pages) and letter(s) of recommendation. Additional information on what to include in the application can be found in the following section, "Guidelines for Applicants".

Applications will be reviewed and scored based on the proposed goals and activities, the applicant's current work under the 2004 mini-grant program, the applicant's ability to achieve the proposed goals and activities and the applicant's ability to address issues of sustainability (long-term funding). Applications will be reviewed and scored by a panel of representatives from consumer and consumer-supporter organizations.

**All applications must be received by Friday, February 4, 2005.**

### **Grantee Responsibilities**

**Memorandum of Understanding:** Successful applicants must sign a Memorandum of Understanding from NMHA which outlines the proposed activities, protection of human subjects, conditions for reimbursement of grant expenses and technical assistance needs that need to be addressed. In years two and three, the MOU will be modified and revised, if necessary.

**Meetings:** NCSTAC grantees will be required to attend a yearly meeting. In year two, the yearly meeting will include a grant writing workshop. The travel and lodging cost for this meeting should be included in your proposed budget.

**Reports:** All grantees are required to submit to NCSTAC a quarterly progress report and a final report after three years. In addition, it is a requirement to submit quarterly financial reports describing all expenses incurred to achieve the approved grant objectives outlined in the scope of work. Adequate justification for all grant related expenses must be maintained by the grantee for review by the NMHA upon request. Reports must also describe outcomes related to grant goals and objectives.

### **Independent Audit Requirement**

Please be advised that as instructed by Federal regulations, any organization that has incurred more than \$300,000 in expenditures through all Federal grant or cooperative agreement funding instruments during one fiscal year is required by law to have a Federal A-133 Audit for the same period. This includes both federal awards made directly to an entity and sub-awards made through a direct grantee.

**Protection of Human Subjects Regulations:** Successful applicants will need to adhere to federal requirements and regulations regarding protection of human subjects. This subject will be described in detail in the Memorandum of Understanding. Additional information

about Protection of Human Subjects Regulations can be obtained on the web at <http://ohrp.osophs.dhhs.gov>.

### **NMHA Responsibilities**

**Grant money:** Upon written request by the grantee, NCSTAC will reimburse the grantee for expenses incurred that meet all of the following requirements:

- Expense was incurred to further the approved objectives defined in the scope of work
- Expense is allowable under Federal OMB A133 guidelines
- Expense is reflected as part of the approved grant budget and budget expense line items have not been exceeded
- Appropriate justification is attached to the written request to show support for this expense as grant related and allowable
- The grantee is eligible to receive a direct Federal grant or contract award

These reimbursement requirements will also be restated as part of the agreed upon MOU for all successful grantees. If necessary, MOUs plans will be revised in years two and three.

**Record Keeping:** The designated NMHA Program Project Officer will be responsible for keeping records of applications, evaluations, notifications, and all other documents related to this grant process, including grantee reports during and after implementation. Therefore, if auditors request information regarding a grant process, they can go directly to the designated NMHA Program Project Officer.

**On-Site technical assistance:** When necessary, NMHA staff (as necessary or appropriate) will provide on-site consultation for grantees.

**Conference calls:** NMHA will offer periodic conference calls during the grant cycle for grantees to receive peer-to-peer assistance and support.

**On-going technical assistance:** NMHA staff will provide on-going technical assistance through phone-calls, emails and written materials.

**Travel Expenses:** For yearly meetings, NMHA will pay travel expenses for grantees.

### **GUIDELINES FOR APPLICANTS**

Applications should be **no more than eight pages** (typed, single-spaced, 12-point font, 1 inch margins) and should adhere to the following outline:

#### **Phase II Organizational Establishment Grants**

- I. **Cover Sheet (not included in page count):**
  - A. Organization name.
  - B. Contact person and title.
  - C. Mailing address and phone, fax, and email contact.



Award announcement will be made by February 25, 2005