Request for Proposals
Improving Academic Achievement Through Mental Health

The Hogg Foundation for Mental Health invites eligible organizations in Texas to respond to this request for proposals (RFP) to identify and build on resources that improve academic achievement through mental health.

The goals of this initiative are to improve academic outcomes and mental wellness in educational settings through culturally and linguistically appropriate mental health supports and interventions.

Depending on the quality of proposals received, the foundation plans to award up to $1.5 million over three years to Texas public schools, charter schools, school districts, college and university campuses, and nonprofit 501(c)(3) organizations. The foundation has a preference for funding nonprofit organizations with a strong history of providing campus-based mental health supports and interventions. The total amount per award includes 10% for overhead expenses.

Please read the following information carefully before submitting your proposal. Additional information and updates about the RFP can be found at hogg.utexas.edu/open-rfps. It is the applicant's responsibility to refer to the foundation's website for the most current information.

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A. KEY DATES AND SUBMISSION PROCESS

1. Key Dates and Times

Teleconference registration and questions Register for teleconference here: https://www.surveymonkey.com/r/MNVJXQL Send questions to hogg-grants@austin.utexas.edu (participation is optional)	Monday, March 20, 2017 3:59 pm Central Time
Informational teleconference Dial-in instructions will be provided to registrants prior to the teleconference.	Wednesday, March 22, 2017 11:00 am – 12:00 noon Central Time
Teleconference questions and answers will be posted here: http://hogg.utexas.edu/wp-content/uploads/2017/03/RFP-Questions-and-Answers.pdf	Friday, March 24, 2017 3:59 pm Central Time
Grants management system (Fluxx) registration https://hogg.fluxx.io	Friday, April 7, 2017 3:59 pm Central Time
Proposal due date https://hogg.fluxx.io	Wednesday, April 12, 2017 3:59 pm Central Time

2. Registration and Submission Process

To submit a proposal, applicants must first register with the Hogg Foundation's online grant portal (Fluxx) at least five days before the proposal due date. Applicants will be required to enter a federal tax identification number when registering. If an applicant already has an account with the foundation's Fluxx system, the applicant should enter their username and password to confirm registration. If successful, there is no need to register again in order to submit a proposal under this RFP. If an applicant has forgotten their password or needs to create an account for a new user, go to https://hogg.fluxx.io and follow the instructions on the right-hand side of the screen. Prospective applicants must have an active account in Fluxx by 3:59 pm Central Time on Friday, April 7, 2017.

All proposals must be submitted online via the foundation's grant portal, or Fluxx, by 3:59 pm Central Time on Wednesday, April 12, 2017. See *Section E: Instructions for Submitting a Grant Proposal* for the list of required submission information.

An automatic email notification will be sent to confirm a proposal submission. The system will notify applicants if documents submitted were not successfully uploaded. If the proposal is incomplete, the applicant will be notified and expected to complete the submission immediately.

For technical assistance with the online submission process, please contact grants management staff at (512) 471-5041 or hogg-grants@austin.utexas.edu.

3. Teleconference for Applicants

The foundation will host an optional informational teleconference for potential applicants from 11:00 am – 12:00 noon Central Time on Wednesday, March 22, 2017. Register for the teleconference in advance at: https://www.surveymonkey.com/r/MNVJXQL. The registration deadline is 3:59 pm Central Time on Monday, March 20, 2017. Dial-in instructions will be provided to registrants prior to the teleconference.

Questions regarding the RFP must be submitted prior to the teleconference via email to hogg-grants@austin.utexas.edu by 3:59 pm Central Time on Monday, March 20, 2017.

Questions addressed during the teleconference will be posted with answers at http://hogg.utexas.edu/wp-content/uploads/2017/03/RFP-Questions-and-Answers.pdf by Friday, March 24, 2017.

4. Inquiries
The foundation's communication with applicants is limited to the teleconference, email correspondence, and the website. The foundation will not accept phone calls regarding the RFP except for questions related to technical issues with the online submission process. For technical inquiries, call grants management staff at (512) 471-5041.

Questions about the RFP may be emailed to hogg-grants@austin.utexas.edu. Responses that may be relevant to other applicants will be posted on the foundation's website. Check the foundation's website for updated questions and answers at http://hogg.utexas.edu/wp-content/uploads/2017/03/RFP-Questions-and-Answers.pdf.

5. Award Notification
Notice of awards will be made by mid-May 2017.

B. BACKGROUND

The Hogg Foundation advances recovery and wellness in Texas by funding mental health services, policy analysis, research, and public education. The foundation was created in 1940 by the children of former Texas Governor James S. Hogg and is part of the Division of Diversity and Community Engagement at The University of Texas at Austin.

School personnel are focused on promoting strong academic achievement. An often-underestimated influence on performance is student mental health. An emerging consensus of scientists and key agencies, including the National Institute of Mental Health, recognizes that the human brain is not fully developed until at least the early 20s and often later. Most students therefore do not have fully matured systems of emotional regulation and behavioral control during key educational phases: kindergarten through college. This can be challenging for teachers and professors who have deep expertise in their specialties, but little training to support student mental health.

Fortunately, there is a range of well-researched mental health interventions linked to improved academic outcomes. A recent review of the literature indicated that students receiving these interventions "showed greater resilience and emotional functioning as evidenced by increased academic motivation, self-efficacy, commitment to school, and stability during grade-level transitions. At the school level, intervention sites reported less violence, bullying and other problem behaviors among students." (Price, Biehl, Solomon & Weir, 2014). The same review noted that these improvements led to better academic achievement as well as improved learning-related behaviors and patterns such as "on-task learning behavior, better time management, strengthened goal-setting and problem-solving skills, and decreased rates of absenteeism and suspensions." (Price, et al., 2014).

A campus-based mental health system includes intervention and wellness. It provides social and emotional support for all students, builds the capacity for the people in their lives to support them at school and at home, and addresses barriers to learning. It ensures that mental health supports and interventions are culturally and linguistically appropriate for the student body.

C. INITIATIVE DESCRIPTION

The goals of this initiative are to improve academic outcomes and mental wellness in educational settings through culturally and linguistically appropriate mental health supports and interventions.

Through this three-year grant program, the foundation plans to fund Texas public schools, charter schools, school districts, college and university campuses, and nonprofit 501(c)(3) organizations. The foundation has a preference for funding nonprofit organizations with a strong history of providing campus-based mental health supports and interventions.

Proposals must address the cultural and linguistic needs of the identified students. Applicants with existing resources in the educational setting may submit a proposal that allows for expansion of their work to address additional needs.

Applicants may want to consider including a planning period during the first months of the grant to identify strategies for implementation, and to identify and meet with potential community partners.

D. INITIATIVE DETAILS

1. **Eligible Organizations**
   - Texas public schools, charter schools, school districts, college and university campuses, and nonprofit 501(c)(3) organizations.

   - The foundation has a preference for funding nonprofit 501(c)(3) organizations with a strong history of providing campus-based mental health supports and interventions.

   - Applicants can collaborate with outside organizations or individuals for support in areas such as technical assistance, training, service delivery, and evaluation support. The lead applicant must be based in Texas and the role of each entity must be clearly defined in the proposal.

2. **Review and Selection Process**
   Foundation staff will use a rating instrument to evaluate the merits of the proposals and select grant recipients. While all proposal sections will be considered in the review process, the proposal narrative section will be weighed most heavily.

   Factors that will be used to evaluate proposals for this RFP include:

   - The applicant demonstrates interest in and/or experience with mental health
   - The applicant's mission and vision are aligned with the goals of their proposal
   - Population demographics and needs are aligned with priorities of the initiative
   - The goals of the proposal align with the main purpose of the initiative

- The proposed activities are well defined and likely to achieve goals
- The applicant demonstrates the capacity to complete the proposed activities
- The proposed expenses are justified

3. Grant Term
The grant term is three years and is expected to begin in July 2017.

4. Reporting Requirements
The reporting requirements and due dates will be clearly stated in the statement of agreement between the grantee and the foundation. The grantee will be required to submit annual narrative and fiscal reports describing the implementation of the grant during the designated grant period. The grantee also must submit final reports that include a project summary and evaluation of outcomes at the end of the grant term.

5. Evaluation
Each grantee will be responsible for assessing their project. The grantee may identify internal staff or rely on external expertise. The grantee will be asked to report on the development and implementation of their project. The grantee should report specific activities or services related to the grant and provide data when applicable, such as number of service recipients. The grantee should also report outcomes or results that show the effects of grant-funded activities. The grantee may be asked to provide stories from staff, service recipients, community members, and other stakeholders that illustrate the grant's impact.

E. INSTRUCTIONS FOR SUBMITTING A GRANT PROPOSAL

Completed proposals must be submitted via the foundation's online grant portal at https://hogg.fluxx.io. A federal tax identification number must be entered to begin the online submission process.

The proposal must include the following elements:

1. Summary
This element is provided in an electronic form in Fluxx. The information entered into this form will serve as the proposal cover letter.

2. Narrative
This element is provided in an electronic form in Fluxx. The information entered into this form must be completed and, once saved, will serve as the proposal narrative. The following information must be included in detail:

Applicant Background and Relevant Work
Applicants should describe their mission and vision, and how they align with the goals of this grant initiative, including:
- Applicant's internal support for the proposal, including leadership
- History of relevant programs and accomplishments
- Relevant community involvement
- Applicant's geographic location
- History of population served or impacted

Demographics and Needs
Applicants should describe the population or audience who will benefit from this proposal, including
- Race and ethnicity
- Socio-economic status
- Geographic area (e.g., city, zip codes, neighborhoods, rural/urban, etc.)
- Needs, challenges, and opportunities to be addressed in this proposal
- Data sources for relevant facts and information that support the proposal

Goals
Applicants should describe the main purpose of their proposal, including:
- Goals of project and activities included in the proposal
- Strategies or methods that will be used to achieve the goals

Description and Activities
Applicants should describe how they intend to accomplish the goals of the proposal, including:
- Specific activities to be conducted during the grant term, including type and frequency
- How the activities will advance the strategies and goals
- All key individuals responsible for carrying out the activities (e.g., staff, contractors, volunteers), including their specific roles and responsibilities
- Describe any plans to engage teachers, staff, students, and key support figures
- Communications activities such as news releases, brochures, websites, social media, and videos, and an explanation of how each communication activity or tool will support and promote the initiative.
- If applicable, include a description of proposed planning process.

3. **Staff**
This element is provided in Fluxx in the Proposed Staff section under the Key Project Staff section and must be completed and saved in the electronic form in Fluxx. Applicants are asked to identify all key project staff, including employees, potential contractors, and consultants. For each individual listed, include the name, title and upload resumes; if a position is vacant, upload a job description.

4. **Timeline**
This element is linked in Fluxx to an Excel document template in the Additional Proposal Requirements subsection under the Application Documentation section. Applicants will complete, save, and upload the document in the Documents section in Fluxx. Applicants must:
- Identify major proposal milestones and due dates
- Identify who will be responsible for carrying out proposal tasks

Some organizations will find it helpful to include a brief planning period at the beginning of the grant term.

5. **Budget**
   This element is linked in Fluxx to an Excel document template in the Additional Proposal Requirements subsection under the Application Documentation section. Applicants will complete, save, and upload the document in the Documents section in Fluxx. Instructions for completing this document are included in the first tab of the budget template provided in Fluxx.

6. **Letter of Approval to Submit Proposal**
   This element will be provided by the applicant's authorized agency representative or the university's grant office. Upload the document in the Additional Proposal Requirements subsection under the Application Documentation section in Fluxx.

   Applicants who are eligible must submit a signed letter on letterhead from the authorized agency representative approving the submission of the proposal.

   Applicants affiliated with a higher education institution must submit a signed letter on letterhead from the institution's grant office (such as the Office of Sponsored Projects or Grants and Contracts) either approving the submission of the proposal or stating that such approval is not required.

   The grant office review and approval process may take several business days, so applicants should heck with their institution and plan accordingly. Applicants are strongly encouraged to submit proposals to the grant office well before the proposal due date to allow sufficient time for review and approval.

7. **Fiscal Documents**
   This element will be provided by the applicant's fiscal office and uploaded into the Fiscal Documents subsection in Fluxx. Submit the following fiscal documents to assist the foundation in assessing the organization's fiscal soundness:

   - IRS letter of determination of 501(c)(3) status or tax-exempt status
   - Most recent IRS Form 990
   - Current operating budget
   - Statement of activities (income statements) from the past year
   - Statement of financial position (balance sheets) from the past year

8. **Letter(s) of Support (if applicable)**
   Applicants with proposals involving collaborations or partnerships with other organizations must submit signed letters of support from those organizations, for example: schools, school districts, colleges or universities. The letters must be on the partner organization's letterhead and must be signed by the authorized agency representative, such as the executive director, president, or CEO.