



**2018 Mental Health Policy Fellow Grants  
Request for Proposals (RFP)**

Proposal Deadline: March 2, 2018 at 11:59 p.m. CST

*Note: An additional RFP for the Mental Health Peer Policy Fellow program is being released simultaneously with this RFP. Eligible organizations may submit proposals for one or both of these grants.*

The Hogg Foundation for Mental Health invites eligible organizations in Texas to respond to this request for proposals which funds five Policy Fellow positions in 501(c)(3) nonprofit organizations, governmental entities, or higher education institutions. The goal of this initiative is to increase the number of individuals and organizations effectively participating in mental health policy. Depending on the quality of proposals received and the funds available, the foundation plans to award up to five grants.

Please read the following information carefully before submitting your proposal. Any additional information about the RFP will be posted on the foundation's website at [hogg.utexas.edu/open-rfps](http://hogg.utexas.edu/open-rfps). It is the applicant's responsibility to refer to the website for the most current information.

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## A. KEY DATES AND SUBMISSION PROCESS

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### 1. Key Dates

- **Teleconference Registration Deadline** – [Register](#) and submit questions by February 13, 2018 (11:59 p.m. CST)  
*Submit questions to address during the teleconference by February 9, 2018 by emailing [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu). Answers to questions addressed during the teleconference will be posted to the [Question and Answers page](#) by February 21, 2018.*
- **Teleconference for Applicants (optional, highly recommended)** – February 14, 2018 (2:00 – 4:00 p.m. CST)
- **Fluxx Registration Deadline** – [Create or update account](#) by February 23, 2018 (11:59 p.m. CST)
- **Proposal Submission Deadline** – March 2, 2018 (11:59 p.m. CST)
- **Notification of Grantee Selection** – April 2018
- **Grant Start Date** – July 1, 2018

### 2. Registration and Submission Process

*Proposals must be submitted via [Fluxx](#), the foundation's online grant management system, by March 2, 2018 at 11:59 p.m. CST.*

Fluxx registration is required for organizations without an existing account by February 23, 2018 at 3:59 p.m. CST. To create a new account, visit <https://hogg.fluxx.io> and click "Create an account now" at the bottom right of the Fluxx welcome page. If you have a username, but have forgotten the password, click "Reset or create password" on the left side of the Fluxx welcome page. Once application materials are submitted through Fluxx, you'll receive an automated email confirmation, or an alert if materials failed to upload. If your application is incomplete, you are expected to complete submission immediately.

Need help? For technical assistance with the online submission process, please contact Grants Management at (512) 475-7089 or [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu).

### 3. Teleconference for Applicants

The foundation will host a teleconference for applicants on February 14, 2018 from 2:00 – 4:00 p.m. CST. Registration is required to participate. The deadline to [register](#) is February 13, 2018 by 11:59 p.m. CST. Registrants may submit

questions to be addressed during the teleconference by emailing [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu) by February 9, 2018 at 11:59 p.m. CST.

Information provided during the teleconference will be posted to the [Questions and Answers page](#) by February 21, 2018.

#### **4. Inquiries**

The foundation does not accept phone inquiries about grant projects. Those who are interested in applying are invited to attend a teleconference on February 14, 2018, and are encouraged to check this page and the [Questions and Answers page](#) for the most up-to-date information.

Questions may be submitted to [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu) (we will respond within two business days), however we ask that you review the [Questions and Answers page](#) before reaching out.

#### **5. Award Notification**

Notice of awards will be made by April 2018.

### **B. BACKGROUND**

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Established in 1940, the Hogg Foundation for Mental Health envisions a future in which the people of Texas thrive in communities that support mental health and well-being. Using a variety of approaches, including grantmaking, convening, research and public policy, the foundation works collaboratively to transform how communities promote mental health in everyday life.

The goal of this project is to promote and support effective mental health policy and advocacy in Texas. Specific objectives include:

- Increasing the capacity of nonprofit organizations to engage in effective mental health policy and advocacy; and
- Increasing the number of individuals in the workforce with the skills, knowledge, expertise, and passion needed to engage effectively in mental health policy.

Effective public policy is essential to realizing both meaningful systems change in mental health services and improvement in the lives of Texans experiencing mental health conditions. Public policy directly impacts the access to mental health services and supports, the quality of care in the state, and the legal rights and protections afforded its citizens. Positive mental health public policy initiatives can increase opportunities for recovery by promoting best practices in treatment and support services.

Public policy encompasses a variety of activities aimed at influencing statutory initiatives, regulatory or judicial actions, organizational practice, and other

vehicles of systems change. It is shaped by many variables, including economic factors, political influence and personal experiences, as well as informed advocacy, effective leadership, public interest, and meaningful data.

Nonprofit organizations can greatly impact public policy, yet many nonprofits report their ability to engage in mental health policy-related activities is constrained by budgetary limitations.

The primary goal of this initiative is to increase the capacity of individuals and organizations to engage effectively in mental health policy. The foundation hopes that over time this initiative will increase the number of Texas organizations willing and able to engage in mental health policy analysis, development, implementation, and evaluation. Organizations not engaged in mental health policy and those with limited capacity to engage in mental health policy are encouraged to apply.

### **C. PROGRAM DESCRIPTION**

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The foundation will fund up to five Texas-based organizations to employ a mental health policy fellow. The grant will include 95 percent of the policy fellow's salary, a mentor stipend, professional development allowance, and overhead. The fellowships are funded for two years and will be open to recent graduates (within the past 18 months) of law, social work, public policy, or other related graduate programs.

Each fellow will be required to have a designated mentor with appropriate experience in policy and mental health. Organizations may identify one mentor with both mental health and policy experience or two mentors sharing the mentoring responsibilities. The mentor may be selected from the organization's existing staff or from outside the organization and funded as a contractor. The foundation believes the mentors' skills, expertise, and accessibility will be essential to the success of this project, and considers selection of the mentor of primary importance. Proposals should provide mentoring plans that indicate how the mentor will provide appropriate training, professional development, and supervision. This grant includes a mentor stipend of \$5,000 per year. While the mentorship may be shared by more than one individual, the grant includes only one mentor stipend.

Proposals should outline a work plan for fellow activities and responsibilities. The plan should provide opportunities for a variety of mental health policy experiences for the fellow. The plan should also include strategies for addressing the fellow's professional development. This grant includes a professional development allowance of \$2,000 for the fellow.

Both the fellows and the mentors will be expected to actively participate in the [Hogg Mental Health Policy Academy](#) for the duration of the grant period, including the one-week federal immersion program based in Washington D.C.

conducted during the second year of the grant. The academy is facilitated by Texans Care for Children. Grantee organizations, fellows, and mentors will not be responsible for any costs associated with participating in the academy, including any travel and lodging. It is anticipated that the mentors and fellows will participate in academy activities approximately once a month.

The purpose of the academy is to provide opportunities for:

- Networking
- Content learning (in mental health and policy)
- Professional development
- Organizational development
- Peer support

The activities associated with the academy may include regular meetings, conference calls, webinars, presentations/updates, trainings, site visits, and retreats.

## **D. PROGRAM DETAILS**

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### **1. Eligible Organizations**

Nonprofit 501(c)(3) organizations, governmental entities, and higher education institutions in Texas are eligible to submit proposals. Applicants must be Texas-based or have offices, chapters, or affiliates in Texas. Examples of eligible organizations include nonprofits, mental health and consumer advocacy organizations, colleges and universities, research-based organizations, and state, regional and local government agencies.

### **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 during the review process, the project narrative section will be weighed most heavily.

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

- Evidence of organizational fit, including demonstrating how enhancing mental health policy capacity fits the organization's mission
- Mentor's qualifications and their ability to provide meaningful support and guidance to the fellow in the areas of mental health
- Mentor's qualifications and their ability to provide meaningful support and guidance to the fellow in the area of public policy
- A mentoring plan that reflects appropriate supervision and professional support

- A work plan for the fellow that provides a range of opportunities for mental health policy engagement, identifies the responsibilities of the fellow, and defines the primary issue areas the fellow will address
- Meaningful professional development opportunities

### **3. Grant Term**

The grant term is for two years and begins on July 1, 2018.

### **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 project during the designated grant period.

### **5. Evaluation**

The Hogg Foundation may fund an external evaluation or one may be conducted by foundation evaluation staff to assess the impact of this grant program. The evaluator will gather and assess information about the implementation and results of grant-funded activities of some or all grantees.

Grantees are expected to cooperate fully with evaluation efforts and may also 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**

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The completed proposal must be submitted online at <https://hogg.fluxx.io> by March 2, 2018, and must include the following elements:

### **1. Proposal Cover Letter**

This element is provided in an electronic form in Fluxx. The form serves as the Signed Proposal Cover Letter that will be uploaded during the application submission process.

### **2. Project Narrative**

The proposal must describe the project in full in the narrative section. The narrative may not exceed 2500 words and should include the following information:

- Describe the organization's readiness to engage in mental health policy and how enhancing mental health policy fits the organization's mission.
- Provide a detailed project description including goals and strategies.
- Describe the mentor's qualifications and provide a detailed plan for mentoring and supervising the policy fellow in the areas of public policy and mental health.
- Describe the work plan for fellow activities and responsibilities, including any specific areas of concentration.
- Describe expected professional development opportunities for the fellow.

### **3. Project Staff**

This element is provided and must be completed and saved in the electronic form in Fluxx. Identify all key project staff, including mentors and supervisors. For each key staff, include the name and title and upload resumes or, if vacant, upload a job description.

### **4. Policy Fellow Job Description**

This element must be saved in Fluxx. Upload a draft of the policy fellow job description that will be used for recruitment.

### **5. Project Budget**

See the budget template in Fluxx for instructions on how to complete and submit the project budget. *All expenses in this grant are pre-determined except for the fellow's salary and fringe benefits.*

- a. Fellow salary – 95% of annual salary, which must be in the range of \$38,000 - \$48,000. The foundation will pay 100% of fringe benefits;
- b. Mentor stipend - \$5,000;
- c. Professional Development - \$2,000 per year to be used by the fellow for training, conferences, workshops, subscriptions and similar professional development expenses;
- d. Overhead – 10 percent of the grant.

### **6. Letter of Support from Partner Organizations** (if applicable)

This element will be provided by the partnering organization. Applicant will upload the document in the Application Documents tab under the Required Application Documents section in Fluxx.

Applicants with proposals involving collaborations or partnerships with other organizations must submit signed letters of support from those

organizations. If the mentor is selected from outside the respondent's organization, letter(s) of support from the individual or organization partnering with the respondent should be submitted with the proposal. The letters must be on the partner organization's letterhead and must be signed by the head of the organization, such as the executive director, president, or CEO.

#### **7. Letter of Approval from University Grant Office** (if applicable)

This element will be provided by the university's grant office. Applicant will upload the document into the Application Documents tab under the Required Application Documents section in Fluxx.

Applicants 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 please check with your 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.

#### **8. Fiscal Documents**

This element will need to be requested by the applicant from the applicant's fiscal office. Upload the documents in the Fiscal Organization Documents tab.

Applicants must 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