

**Hogg Mental Health Policy Fellows
Request for Proposals
2016
Questions & Answers**

When are proposals due to the foundation?

Friday, March 11, 2016, 11:59 P.M. CDT is the deadline for RFP submission.

When will the grants be awarded?

The foundation plans to notify applicants in April 2016. Grant funding is expected to begin July 1, 2016. The period between the announcement of the grant awards and the July 1 start is to be used to recruit fellows.

What is the maximum length for the project narrative in the request for proposals?

The project narrative must be no more than 2,500 words and must follow all of the guidelines laid out in the request for proposals. The word limit does not include the mentor resumes, fellow job description, or budget.

Does the mentor have to have both policy and mental health expertise?

The fellow must be provided both policy and mental health mentoring and supervision. This may be the responsibility of one person with expertise in both areas or it may be provided by two mentors, one with expertise in mental health and one with expertise in policy. Only one mentor stipend will be included in the grant. The mentor(s) may be internal to the organization or may be external to the organization although experience has shown us that having an internal mentor typically works better.

How much flexibility is there in the project budget?

The policy fellow salary is expected to be between \$38,000 to \$45,000 per year plus fringe benefits. The foundation funds 95 percent of the fellow's annual salary and 100 percent of the fringe benefits. We include a salary range to allow for the variations in the salary structure of different organizations. Fringe benefits should be specified and included on the budget template.

The grant also provides \$5,000 mentor stipend, \$2,000 for professional development for the fellow, and 10 percent overhead.

How long will the fellowship last?

The fellowship is expected to last two years. If the fellow leaves prior to the end of the grant period, the grantee must discuss with the foundation options for replacing the fellow. The initial fellow cannot be replaced without the permission of the foundation.

Is a university department or center eligible to apply for this grant?

Yes. Respondents with a higher education institution must submit either written approval from the institution's grant office (such as the Office of Sponsored Projects or Grants and Contracts), or a letter stating that such approval is not required for this type of grant application. 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 their proposals to their grant office with sufficient time for review and approval before the proposal deadline.

What does “Texas-based” mean? Can an agency apply for this grant if it is technically under the provision of an international or national agency but has offices, programs, and services throughout Texas?

The Hogg Foundation for Mental Health only makes grants within the state of Texas. If your Texas office is an independent entity that can apply for and use grants for its own programs, then the organization is eligible.

Who should I contact if I have additional questions?

Please send questions by email to Hogg-grants@austin.utexas.edu. The foundation’s communications with potential respondents is limited to email correspondence and the website. The foundation will not accept phone calls regarding proposals.

If awarded a grant, is the selected fellow candidate classified as an employee or contract labor?

The fellow is expected to be a full-time employee of the grantee receiving the same benefits as other employees. Recruitment and hiring of the fellow is the sole responsibility of the grantee.

What percentage of the fellow’s time should be devoted to mental health policy?

The fellow is expected to devote 100 percent of his/her time to policy and/or advocacy activities related to mental health.

Is it possible to award a fellowship to someone who works for the government or does the person have to be a non-profit affiliated individual?

Nonprofit 501(c)(3) organizations, governmental agencies and colleges and universities in Texas are eligible to submit proposals.