



## Request for Proposals Mental Health Policy Fellow Grants

*Note: An additional RFP for a new Mental Health **Peer** Policy Fellow Program will be released in March 2016. Eligible organizations are allowed to submit proposals for one or both of these policy fellow grants.*

The Hogg Foundation for Mental Health invites eligible organizations in Texas to respond to this request for proposals (RFP) to fund policy fellow positions in five nonprofit organizations. 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, the foundation plans to award up to five grants to eligible 501(c)(3) nonprofit organizations. 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 [www.hogg.utexas.edu](http://www.hogg.utexas.edu). It is the applicant's responsibility to refer to the website for the most current information.

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### A. DUE DATES AND SUBMISSION PROCESS

#### 1. Due Dates

- Teleconference 11:00 a.m.-12:00 p.m. Central Time, Thursday, February 25, 2016.

- Grants Management System (Fluxx) Registration Due Date: 11:59 p.m. Central Time, Friday, March 4, 2016.
- Proposal Due Date: 11:59 p.m. Central Time, Friday, March 11, 2016.

## 2. Registration and Submission Process

In order to submit a proposal, applicants must first register with the Hogg Foundation's grants management system at least five days before the proposal due date. Applicants will be required to enter a federal tax identification number. Please go to <https://hogg.fluxx.io> and follow the instructions on the right side of the screen. If you think you already have an account with Hogg's grant management system, enter your user name and password to be sure you have access. If you are successful, that means you are already registered with the system and do not need to register again in order to submit a proposal under this RFP. If you do not have an account, create a new account to register with the system. The registration deadline is 11:59 p.m. Central Time on Friday, March 4, 2016.

Completed proposals must be submitted online at <https://hogg.fluxx.io> by 11:59 p.m. Central Time on Friday, March 11, 2016.

Applicants will need to upload the required documents as separate files. The system will notify applicants if their documents were not successfully uploaded.

Applicants will receive an automatic email notification that their proposal was received. If the proposal is incomplete, the respondent will be notified via email to submit the incomplete documents by the new due date.

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

## 3. Teleconference for Applicants

The foundation will host an informational teleconference for applicants from 11:00 a.m.-12:00 p.m. Central Time on Thursday, February 25, 2016. Please register online on the RFP webpage in advance of the teleconference. Dial-in instructions will be provided to registrants prior to the teleconference.

Please email questions for the teleconference in advance to [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu) by 5:00 p.m. Central Time on Monday, February 22, 2016.

Information provided during the teleconference will be posted as questions and answers on the RFP webpage by Monday, February 29, 2016.

## 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](mailto:hogg-grants@austin.utexas.edu). Responses that may be relevant to other applicants will be posted on the foundation's website. Check the RFP webpage often for updated questions and answers.

## 5. Award Notification

Notice of awards will be made by April 2016.

## 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.

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.
- Increasing the quantity 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 public's 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 currently not actively engaged in mental health policy and those with limited capacity to engage in mental health policy are encouraged to apply.

## C. PROGRAM DESCRIPTION

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 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 responsibilities. The mentor may be selected from the organization's existing staff or from outside the organization. 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.

Proposals should delineate a plan for fellow activities and responsibilities. The plan should provide opportunities for a variety of mental health policy experiences. The plan should also include strategies for 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 participate in the Hogg Mental Health Policy Academy ([http://www.hogg.utexas.edu/initiatives/policy\\_fellows.html](http://www.hogg.utexas.edu/initiatives/policy_fellows.html)) for the duration of the grant period. The academy will be 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**

### **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. The foundation also may use external reviewers to evaluate

proposals. While all proposal sections will be considered in 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 but not limited to demonstrating how enhancing mental health policy capacity fits the organization's mission.
- Mentor's qualifications and his/her ability to provide meaningful support and guidance to the fellow in the area of mental health.
- Mentor's qualifications and his/her ability to provide meaningful support and guidance to the fellow in the area of public policy.
- A mentoring plan reflecting 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 2 years and is expected to begin in July 1, 2016.

### **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**

The completed proposal must be submitted online at <https://hogg.fluxx.io>.

The proposal must include the following elements:

1. Signed Proposal Cover Letter
2. Project Narrative
3. Project Staff
4. Policy Fellow Job Description
5. Project Budget
6. Letters of Support from Partner Organizations (if applicable)
7. Letter of Approval from University Grant Office (if applicable)
8. Fiscal Organization Documents

### **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 later in 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 personnel, potential contractors and potential consultants. For each key staff, include the name, title and upload resumes for each key position 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 budget template in Fluxx for instructions on how to complete and submit the project budget.

### **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.