



Hogg Foundation  
for Mental Health

## Request for Proposals 2024 Mental Health Policy Fellow Grants

Deadline: March 11, 2024, 11:59 p.m. CST

*Note: An additional Request for Proposals (RFP) for the Mental Health **Peer** Policy Fellow Program is being released simultaneously with this RFP. Organizations are permitted to submit proposals for both.*

The Hogg Foundation for Mental Health invites eligible organizations in Texas to respond to this RFP to fund policy fellow positions. The goal of this initiative is to increase the number and capacity of individuals and organizations effectively engaging in mental health and substance use policy and advocacy in Texas.

**The foundation is piloting a topic-focused policy fellow cohort. The foundation will be selecting and funding organizations engaged in or wanting to engage in state-level policy and advocacy work aimed at supporting child, youth, and family mental health and well-being.**

Depending on the quality of proposals received and funds available, the foundation plans to award up to five grants to eligible 501(c)(3) nonprofit organizations, governmental entities, or higher education institutions. Please read the following information carefully before submitting your proposal. Any additional information about the RFP will be posted on the foundation's website [here](#). It is the applicant's responsibility to refer to the website for the most current information.

**To assist proposal development, applicants will be offered up to 2 hours (including document review) of feedback and coaching** provided by consultant, Doug Smith (free of charge). *Coaching sessions are limited to the first 50 requests for both the policy fellow and peer policy fellow RFPs.* Sign up [here](#) to ensure availability and secure your session. Read our blog post, [Grant Coaching for Better Storytelling](#), to learn about this approach. **This service is completely optional and utilizing this service does not impact our rating of proposals.**

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## A. BACKGROUND

The Hogg Foundation for Mental Health was established in 1940 by the children of Texas Governor James Hogg through an endowment to The University of Texas at Austin. For over 80 years, the foundation has been working to improve the mental health and well-being of Texans through strategic grant making, research, and public policy engagement.

[Public policy](#) is an important component in changing systems that directly impact the mental health and well-being of Texans. Public policy encompasses a variety of activities including legislative and budgetary advocacy, policy analysis, strategy development, implementation planning, and research.

Numerous organizations can greatly impact public policy, yet many are constrained by budgetary limitations and staff capacity. To address these challenges, the Hogg Foundation began funding the policy fellow program in 2010. A retrospective review of the program can be found [here](#).

The goal of this initiative is to increase effective advocacy engagement focused on improving the mental health and well-being of Texans. Specific objectives include:

- Increase the capacity of organizations to engage in effective advocacy on mental health and/or substance use policy;
- Increase the number and capacity of individuals to engage in effective advocacy on mental health and/or substance use policy; and
- Strengthen collaboration and effectiveness of the mental health and substance use policy advocacy community in Texas.

The Hogg Foundation believes that mental health is not solely an individual responsibility, but also a product of community conditions. The places where people live, learn, work, play, and pray can have a significant effect on improving mental health. Various systems and populations have unique challenges and barriers impacting mental health and well-being.

The foundation is piloting a cohort focused on state-level work aimed at supporting child, youth, and family mental health and well-being. Focusing on a specific population at one level of government creates an opportunity for cohesive collaboration on policy solutions.

## B. PROGRAM DESCRIPTION

The foundation will fund up to five organizations to employ and mentor a full-time policy fellow for two years. Each grant includes funding for:

- Fellow salary – 95 percent of annual salary, which must be in the range of \$50,000 - \$60,000;
- Fellow fringe benefits – The foundation will pay 100 percent of fringe benefits;
- Mentor stipend – \$5,000 per year;
- Professional Development – \$2,000 per year to be used by the fellow;
- Travel – \$6,500 for the fellow and mentor to participate in the Federal Immersion trip to Washington, D.C. and one overnight trip within Texas during the second grant period; and
- Overhead – 10 percent of the grant.

Fellowships are expected to support an individual who is a recent master's or bachelor's level graduate (within the past 18 months) of a social work, public policy, public health, law, political science, or other related degree program. While previous RFPs required fellows to hold a

master's degree, the foundation believes in allowing our grant partners to have full autonomy in their hiring process.

Throughout the two-year fellowship, the policy fellows will focus on diverse and innovative policy projects and activities that align with their organization's vision and mission. The policy fellows will explore being researchers, writers, presenters, trainers, organizers, collaborators, and leaders. While fellows' experiences will vary dependent on an organization's history and involvement in policy engagement, policy fellows are expected to participate in a set of policy activities, similar to those depicted in the program map below:



While the program is focused on increasing and expanding advocacy to improve the mental health and well-being of Texans, it allows for flexibility in what the policy fellow does day-to-day, and which issues they work on. However, **the foundation is piloting a state-level focus on child, youth, and family mental health and well-being. Due to the nature of this grant and related legislative and policy-focused activities, preference will be given to organizations located in the Central Texas area.**

Organizations should consider their ability to provide the time and support to their fellow and mentor(s) to meet the expectation of participation in meetings and activities around the Central Texas area when applying. **An expectation of this grant is for both the fellow and the mentor(s) to actively participate in all cohort activities during the two-year period,** including active participation in the [Hogg Mental Health Policy Academy](#).

**The Hogg Mental Health Policy Academy** serves as a learning community for fellows and mentors, including **monthly meetings** that help build a sense of camaraderie. The Academy provides professional development opportunities on topics such as the basics of the legislative process, the state's budget, and issue-specific presentations from experts in the field. *This will include increased presence at the Texas Capitol during the legislative session.* Other activities associated with the Academy may include additional meetings, retreats, webinars, site visits, presentations, and a federal immersion training hosted in Washington, D.C. **Organizations, mentors, and fellows will not be responsible for any costs related to Academy-related activities. All travel costs, including the Washington D.C. trip, for the fellow and a mentor are included in the grant.**

Throughout the two years, grant partners are expected to ensure the fellow has strong mentorship in both 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(s) may be selected from the organization's existing staff or contracted with from outside the organization.**

A mentor's skills, expertise, and accessibility are essential in the success of this program and selection of the mentor(s) is integral in the foundation's funding decision. **At time of application, organizations should have their mentor(s) identified. When identified, it is assumed the organization and mentor(s) have agreed upon the expectation of time and accessibility for the fellow and program.**

Additionally, each organization will identify a supervisor for the fellow who must be an employee of the organization. This individual may or may not be the fellow's mentor. This individual will be responsible for the day-to-day supervision of the fellow as an employee of the organization.

## **C. 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, advocacy organizations, colleges and universities, research-based organizations, and state, regional, and local government agencies.

Eligible organizations across the state are eligible to apply. Organizations outside of the Central Texas area should consider their ability to provide the time and support to their fellow and mentor(s) to meet the expectation of participation in meetings and activities around the Central Texas area when applying.

Organizations not currently engaged in policy, or policy organizations that have a desire to expand into mental health and/or substance use, may apply. This may include organizations focused on child welfare, education, juvenile justice, perinatal and infant health, early childhood, or other systems that would like to expand their work into policy and advocacy on the intersection of these systems and mental health.

### **2. Review and Selection Process**

Foundation staff will use a rating instrument to evaluate the merits of the proposals and select grant recipients.

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

- The project description's alignment with the goals of the grant, including ability to meet participation expectations;
- How engaging in state-level policy work addressing child, youth, and family mental health aligns with the organization's mission and vision;
- How the organization's engagement in state-level policy work addressing child, youth, and family mental health aligns with or enhances the organization's existing work;
- A fellow work plan with identified opportunities, including a range of policy and advocacy activities and anticipated issue area(s) of focus;
- The mentor(s) qualifications and experience in the areas of mental health and policy; and
- The mentor(s) ability and accessibility to provide professional support to the fellow and participate in the program.

### 3. Grant Term

The grant term is for two years beginning July 1, 2024, and ends on June 30, 2026.

### 4. Reporting Requirements

The reporting requirements and due dates will be clearly stated in the statement of agreement between the grant partner and the foundation. The grant partner 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 grant partners. Grant partners 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.

## D. KEY DATES AND SUBMISSION PROCESS

### 1. Key Dates (all times are Central Time)

<b>Grant Coaching (Optional)</b> Sign up here: <a href="https://utexas.qualtrics.com/jfe/form/SV_6xppl1KNVXM6VGm">https://utexas.qualtrics.com/jfe/form/SV_6xppl1KNVXM6VGm</a>	Available Friday, February 2, 2024, through Friday, March 1, 2024.
<b>Submit Webinar Questions (Optional)</b> Questions due to <a href="mailto:hogg-grants@austin.utexas.edu">hogg-grants@austin.utexas.edu</a>	No later than Friday, February 9, 2024, 5:00 pm
<b>Webinar registration (Optional)</b> Register here: <a href="https://utexas.qualtrics.com/jfe/form/SV_e5sfyiSkTHvo62O">https://utexas.qualtrics.com/jfe/form/SV_e5sfyiSkTHvo62O</a>	No later than Monday, February 12, 2024, 11:59 pm

<b>Webinar</b> Zoom link will be provided upon registration.	Tuesday, February 13, 2024, 10:00 – 11:30 am
<b>Webinar Recording and Q&amp;As</b> Posted at <a href="https://hogg.utexas.edu/funding-opportunities">https://hogg.utexas.edu/funding-opportunities</a>	No later than Monday, February 19, 2024
<b>Grants management system (Fluxx) registration</b> <a href="https://hogg.fluxx.io">https://hogg.fluxx.io</a>	No later than Friday, March 1, 2024, 11:59 pm
<b>Proposal due date</b> <a href="https://hogg.fluxx.io">https://hogg.fluxx.io</a>	Monday, March 11, 2024, 11:59 pm

## 2. Registration and Submission Process

In order to submit a proposal, applicants must first register with the Hogg Foundation’s grants management system (Fluxx) at least five business 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 in Fluxx, enter your username 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 to submit a proposal. **If you do not have an account, create a new account by Friday, March 1, 2024.**

In the interest of furthering security on our grant application and management site [Fluxx](#), the Hogg Foundation has implemented multifactor authentication (MFA) for all logins. This will entail each person logging in to Fluxx to have their own account, which will need to be tied to a specific mobile device using either Google Authenticator or SMS texts. Instructions for setting up MFA on your Fluxx account can be found [here](#).

**Completed proposals must be submitted online in [Fluxx](#) by Monday, March 11, 11:59 p.m. CST.** 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 completed documents by a new due date.

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

## 3. Webinar for Applicants (Optional)

The foundation will host an optional, informational webinar for applicants **Tuesday, February 13, 2024, from 10:00 a.m. to 11:30 a.m. CST.** *Please note that this webinar will address both the **Policy Fellow Grant** and the **Peer Policy Fellow Grant** RFPs.*

Register online in advance of the webinar at [https://utexas.qualtrics.com/jfe/form/SV\\_e5sfyiSkTHvo62O](https://utexas.qualtrics.com/jfe/form/SV_e5sfyiSkTHvo62O) no later than **Monday, February 12, 2024, 11:59 pm CST**. A Zoom link will be provided.

Questions for the webinar should be e-mailed in advance **by Friday, February 9, 2024, 5:00 p.m. CST**. [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu).

A recording of the webinar and all Q&As will be posted online by **Monday, February 19, 2024**.

#### **4. Inquiries**

The foundation's communication with applicants is limited to the webinar, formal e-mail correspondence, and the website. Foundation staff will not individually respond to phone calls or e-mails regarding the RFP.

RFP questions may be e-mailed 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 [here](#).

For any technical inquiries with the online submission process, contact the grants management staff at [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu).

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

Award notifications will be made in April 2024.

### **E. GRANT PROPOSAL COMPONENTS**

The completed proposal must be submitted online in [Fluxx](#) and must include the following components:

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

#### **1. Proposal Summary**

This section is required of the Fluxx grant application and cannot be changed. All fields need to be completed. This will serve as your proposal cover letter.

#### **2. Proposal Details**

This will be completed in Fluxx. The proposal narrative will describe the project in full by answering the following:

- Provide a detailed project description, including organizational goals and objectives.

- What is the organization's mission and vision, and how do they align with state-level policy and advocacy work focused on child, youth, and family mental health and well-being?
- Describe the organization's current work related to mental health and/or policy.
- How does the organization's engagement in state-level policy work addressing child, youth, and family mental health align with or enhance the organization's existing work?
- Provide a fellow work plan with identified opportunities, including a range of policy and advocacy activities and anticipated issue area(s) of focus.
- Describe the mentor(s) qualifications and experience in mental health and policy, and their ability and accessibility to provide professional support to the fellow and participate in the program.

### 3. Project Staff

This component is provided and must be completed and saved in the electronic form in Fluxx. Identify all key project staff, including mentor(s) and supervisor. For each key staff, include their name and title and upload resumes.

### 4. Policy Fellow Job Description

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

### 5. Project Budget

A template for the project budget is provided in Fluxx and includes instructions on how to complete and submit the project budget. **Please note that all budget categories are templated for a pre-determined amount or percentage. The only variables in the budget that the applicant will determine are the policy fellow's salary and the fringe benefits.**

### 6. Fiscal Documents

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

These will need to be requested by the applicant from their organization's fiscal office. Upload the documents in Fluxx under the Fiscal Organization Documents tab.

### 7. Letter of Support from Partner Organization (if applicable)

Applicants with proposals involving a collaboration or partnership with another organization must submit a signed letter of support. For example, if a mentor is selected from outside their organization, a signed letter of support from the mentor's organization must be submitted with the applicant's proposal.

The letter of support 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. The applicant will upload the letter in Fluxx under the Application Documents tab under the Required Application Documents section.



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

Applicants from, or partnering with, a higher education institution must submit a signed letter of approval on letterhead from the institution's grant office (such as the Office of Sponsored Projects or Grants and Contracts.) This letter must either approve the submission of the proposal or state 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.

The applicant will upload the letter in Fluxx under the Application Documents tab under the Required Application Documents section.