MENTAL HEALTH

2016

Request for Proposals

Health Care Foundation
OF GREATER KANSAS CITY

"Mental health is a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her own community."

- World Health Organization

Over the past 10 years, the Health Care Foundation of Greater Kansas City (HCF) has awarded nearly $53.6 million in funding through our mental health foundation defined grants to increase access for prevention, assessment, support and treatment services.

Enhanced mental health care is central to the mission of HCF. Many times our system of health care distributes services inefficiently and unevenly across populations. Too often, vulnerable populations do not receive the quality care that they need. In order to achieve health equity, we must work to eliminate health disparities.

2016 Mental Health RFP Goal

The goal of our Mental Health funding is to encourage health equity through support, treatment, prevention and advocacy for children and adults, including family violence services.

A total of $4.25 million is available through 2016 Mental Health funding. Grants will be awarded for a period of up to two-years. Please note, approval of two-year funding requests will affect the number of grants that HCF can award; therefore, applications for two-year grants are required to provide an explanation on why the proposed project requires multi-year funding.

HCF Overview

The Health Care Foundation of Greater Kansas City is dedicated to the mission of providing leadership, advocacy and resources to eliminate barriers and promote quality health for uninsured and underserved in Kansas City, Missouri and the following counties: Cass, Jackson and Lafayette in Missouri and Allen, Johnson and Wyandotte in Kansas.

Since we began grantmaking in 2005, we have dedicated more than $210 million to organizations and programs who are working toward achieving our mission and vision. For more information, visit *hcfgkc.org*.

Deadlines

Letter of Intent
March 9, 2016

Full Proposal Submission
April 13, 2016

Awards Announcement
August 10, 2016

THE APPROACHES

Access to Behavioral Health Services

HCF is committed to improving access to services. By strengthening delivery systems and practices, consumers can more effectively identify and access needed services available to them. The encouragement of collaboration amongst public and private sector partners is crucial in achieving and sustaining enhanced accessibility to services.

Integration of Behavioral Health and Primary Care Services

HCF encourages practices to use integrated community-based support systems and networks of care that include consumers, primary care and mental health providers, social service providers, and local stakeholders if appropriate. HCF acknowledges that integration of physical and behavioral health is a work-in-progress, and could take longer than a year to implement. HCF does not expect all programs to be fully integrated. While this may be appropriate and doable for some organizations, it will not be for others.

Approaches to Mental Health Funding*

EMERGING, PROMISING & BEST PRACTICES

ACCESS TO BEHAVIORAL HEALTH CARE

INTEGRATION OF BEHAVIORAL HEALTH & PRIMARY CARE SERVICES

Requests should employ one or more of these three strategies.

Implementation of Emerging, Promising and Best Practices

HCF seeks to support organizations that build upon and strengthen their existing practices and deliver services in an evidence informed manner as appropriate for your organization.

Evidence-based practices (EBP), also referred to as "best practices", are those programs / practices that have undergone formal scientific evaluation and expert peer review to document their effectiveness. Substantiated EBPs can be found in literature, databases, and registries of research-based practices. The evidence –based practice continuum includes emerging and promising practices, which also rely on evaluation of outcomes and application of proven guidelines. Using an evidence-based practice is not required to apply for an HCF mental health grant.

HCF recognizes that EBPs have not been established for all conditions, populations and/or service settings - some approaches are based on tradition, contextual need and practice wisdom. Approaches are often a combination of practice categories on the continuum.

If an applicant is proposing a project that doesn't fall within the EBP continuum, the applicant is encouraged to provide information describing the practice and a rationale for why the chosen practice is appropriate for the outcomes to be achieved with the target population.

Evidence-Based Practice Continuum*

EMERGING

Evaluation plan in place

Incorporates continual quality improvement

Based on guidelines and effective models

Incorporates theoretical foundations or uses a novel approach

PROMISING

Strong evaluating data presented, which demonstrates effectiveness

BEST

Program has been peer reviewed

Replicable in many settings

Positive results linked to practice

From the Association of Maternal and Child Health Programs

MEASURING SUCCESS

Outcomes and Indicators

Evaluation is a key strategy HCF uses to assess and improve our performance, and that of our grantees.

Please consider the following guidelines:

- Applicants should propose an evaluation plan that contains sufficient procedures and rigor to determine if program services are having the intended effect. The evaluation plan should outline what indicators will be used to measure program achievement, and link how the proposed outcomes will improve practice.

- Outcomes should be realistic, meaningful, and measurable. Quantitative and qualitative data can be used to present program achievements in implementation and impact.

- If an applicant proposes the use of an established Evidence-Based Practice (EBP), the outcomes and indicators that are consistent with that practice should be considered for use in this implementation.

For more information about choosing EBP, national registries of practice, evaluating EBP, and implementation science visit *hcfgkc.org*.

Although logic models are not required, they are strongly encouraged. HCF receives consistent feedback from external reviewers that logic models strengthen the application, and more clearly articulate the project plan.

HCF allows up to 10 percent of the project's budget to be used to employ or contract an external evaluation of the project.

If using an Evidence-Based Practice, applicants are encouraged to:

- Identify the Evidence-Based Practice (EBP) practice to be implemented for their target population and identify the source that designates this practice as evidence-based. When more than one EBP is proposed, applicants should specify which service modality and target population each practice will support.

- Provide a rationale for how the practice(s) chosen are effective and appropriate for the target population. This description might include information about community needs, organizational capacity, and available evidence and support for use of this intervention.

- Provide information about the organizational plans to implement and incorporate the EBP, and explicitly state if planned adaptations or modifications of the practice are proposed. This information might include training, coaching, certification, program fidelity, and potential challenges to implementation.

- The evaluation section of the application should provide information about how the planned evaluation of the proposed implementation will document the intervention's effectiveness. Specifically, if the EBP identifies outcomes, instruments, or measurement approaches, the applicant should provide this information in the evaluation section of the application, and state how the evaluation plan for the EBP matches their planned implementation and evaluation of the intervention.

APPLICATION AND SELECTION PROCESS

WHO CAN APPLY

- **Applicant organizations must demonstrate capacity to carry out program work funded by the grant**, exercise financial controls and use generally accepted accounting procedures, and they must have an annual audit performed by an independent CPA. Organizations who do not have a recent audit and IRS 990 will be required to use a fiscal agent.

- **Applicant organizations must be in compliance with local, state, and federal regulations** related to non-discrimination, wage and hour laws, workplace safety, licensure, protection of confidential health care information and all other laws and regulations applicable to the staff, patients, consumers and the workplace of the applicant.

- **State or local government agencies or a unit of government are eligible to apply if they supply a Federal Employer Identification Number**. The Foundation must be assured that our grant does not supplant existing funding for programs the grant supports and the governmental agency may agree to, at a minimum, continue the total level of funding provided by the grant when the grant expires.

- **Eligible organizations include one of these three entities:**
  1. Tax-exempt under any part of section 501(c) of the Internal Revenue Code; incorporated within a state; have a Federal Employer Identification Number

  2. A governmental entity

  3. A health or health-related citizen initiative, grassroots organization or campaign committee

- **Applicant organizations must maintain ongoing operations**, including staffing and programs, within HCF's service area. All funded services/programs must be designed and carried out for the primary benefit of the target population living in these areas.

- **Applicant organizations' policies and practices should be consistent with HCF Guiding Principles** (*hcfgkc.org/mission-vision-and-guiding-principles*). In particular, for those considering applying, HCF stresses the importance of non-discriminatory policies and practices at the service, employment, promotion and governance levels.

Securing additional funds from other sources to support your project is important to the Foundation.

The Foundation will consider requests for no more than 75 percent of the cost of the proposed project. It is recommended that the remaining funds use a balanced approach of cash and in-kind resources. The Health Care Foundation will not fund more than 50 percent of an organization's operating budget.

[Note – this includes the sum of all current grants HCF has with the organization.]
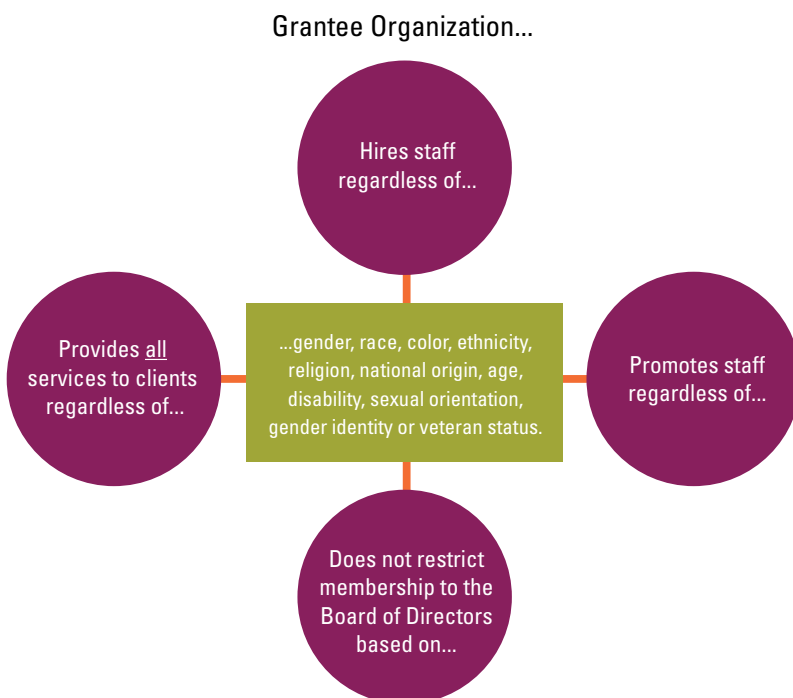
Non-Discrimination Policy

In awarding grants, HCF will not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, gender identity or veteran status.

As part of the grant proposal, grantees will be required to affirm that in organizational policies and practices, the grantee will not discriminate in its employment practice or in its policies and procedures concerning access to services.

Those interested in applying should consider their responses to the following situations:

Grantee Organization...

Hires staff regardless of...

Provides all services to clients regardless of...

...gender, race, color, ethnicity, religion, national origin, age, disability, sexual orientation, gender identity or veteran status.

Promotes staff regardless of...

Does not restrict membership to the Board of Directors based on...

If your organization does not fit into these descriptions, please contact HCF.

Ineligible Costs & Activities

- Construction, purchase, non-mandated renovation, demolition or re-purposing of any physical facilities or real property

- Annual fundraising appeals

- Basic or applied biomedical research, biotechnology, laboratory studies

- Endowments or contributions to permanent funds or accounts that are intended to yield interest or dividend-bearing income for the support of staff, programs, services, or other operations

- Evangelizing activities of religious organizations

- Individuals for any reason, including paying for medical procedures, prescriptions, paying for health insurance, education, training, etc.

- Payment of bonds, loans, notes or any other form of sponsorship or outstanding debts of an applicant or its affiliate(s)

- Political campaigns to support and/or oppose candidates for public office

- Efforts to replace or offset the funding of governments

THE APPLICATION PROCESS

All organizations interested in applying for a 2016 Mental Health grant will be expected to complete the online grant application available at *hcfgkc.org*. Cities, hospitals and universities are allowed to submit two proposals per each Foundation Defined Grant round.

Go to hcfgkc.org and look under application process to download our application checklist to help stay organized throughout the application process.

The application process requires applicants to complete two steps: Letter of Intent and Full Proposal. Both steps include a number of required attachments, which can be found at *hcfgkc.org*.

Please ensure you are using the current 2016 templates from HCF's website. Do not use any previous templates you may have downloaded.

Deadline

The deadline for submitting the Letter of Intent application is March 9, 2016. The deadline for submitting the full proposal is April 13, 2016. The Letter of Intent and Full Proposals are due at 12:00 p.m. (noon) on the deadline days.

Step 1: Letter of Intent and Attachments

Applicants are required to submit a Letter of Intent. It should include a completed online application form and the following attachments:

1. Letter of Intent Narrative

2. 501(c)(3) IRS Letter of Determination

Applicants will receive an email confirming receipt of the application. The email will contain an electronic link to access the full application for Step 2. If an email confirmation is not received within 24-hours, please contact the Foundation.

Step 2: Full Proposal and Attachments

The full proposal should include an updated online application and the information indicated below.

1. Proposal Narrative
   a. Abstract
   b. Need statement
   c. Project overview
   d. Diversity and cultural competency information

2. Supporting Attachments
   e. Project budget and narrative
   f. Letters of commitment and/or support
   g. Board roster & demographics
   h. Applicant's operating budget
   i. Logic model (recommended)
   j. Most recent independent financial audit
   k. IRS 990 and IRS Letter of Determination
   l. Certificate of incorporation

For more information, please refer to the Frequently Asked Questions at *hcfgkc.org/faq*. In addition, we would like to encourage applicants to contact us via telephone or email with any questions.

Organizations that lack the capacity to complete the electronic grant application should contact Karen Guile at 816-241-7006 or kguile@hcfgkc.org.

THE SELECTION PROCESS

After an initial internal review process, a team of reviewers from outside HCF's service area will make recommendations for grant funding. External reviewers may also recommend further negotiation, modification or technical assistance in lieu of grant funding. HCF's program officers will make the final decision on the slate of recommendations in response to external reviewers' guidance and HCF Board direction. These recommendations will be presented to the Program/Grants Committee for consideration before they are approved or declined by vote of the HCF Board of Directors.

The Foundation reserves the right to reject proposals submitted, to request additional information or clarification from any or all applicants, and/or negotiate changes with applicants at any time before, during or after the award process. Grant awards are made at the sole discretion of the Foundation. No entitlement to funding for any organization at any level is expressed or implied. Successful applicants enter into a contract that gives the Foundation rights to review and evaluate grant-funded activities.

Review Process

INTERNAL REVIEW PROCESS

EXTERNAL REVIEWERS

BOARD APPROVAL

AWARDS ANNOUNCED

DATA AND RESOURCES

It is highly recommended that you use current local or regional data in your grant application needs section. Mental health resources are available at *hcfgkc.org.* HCF also encourages you to visit *kchealthmatters.org*, a one-stop resource for local health data and promising practices. Data is available for the six counties in our service area. The site is intended to help community organizations and coalitions learn about health issues, plan for improvements, and collaborate for positive change.

For More Information

Additional resources:

- SAMHSA, *www.samhsa.gov*
- National Council for Behavioral Health, *www.thenationalcouncil.org*
- More can be found at *hcfgkc.org.*

Contact Shannon Morris at smorris@hcfgkc.org, Bradford Hart at bhart@hcfgkc.org or Donna Bushur at dbushur@hcfgkc.org or call 816-241-7006.

Features of the site include:

- Community Dashboard provides an overview of the indicators for each of the six counties in the HCF service area. A small number of data points are available at the zip code and census tract level.

- Disparities Dashboard that can be used to examine difference in health status based on age, race/ethnicity and gender.

- Healthy People 2020 Tracker to compare a county's status on a number of health issues with 2020 goals.

- Demographics Dashboard provides demographic data such as income, race, poverty status and educational attainment for each community.

- Promising Practices with a repository of more than 800 locally and nationally recognized practices to be tailored and replicated in other communities.

- Report Center to view a repository of published reports, web content, fact sheets and planning documents.

- Report Assistant and Indicator Comparison reporting tools to integrate the site content into customized reports.