



# Mental Health Recovery Board

Serving Warren & Clinton Counties

## Mini Grant Letter of Intent (LOI) Application

The Mental Health Recovery Board Serving Warren and Clinton Counties (MHRBWCC) has created a mini grant opportunity for the purpose of providing funding for behavioral health and wellness related projects in Warren and Clinton Counties.

MHRBWCC plans to award mini grants for innovative projects that will positively affect the behavioral health and wellness of Warren and Clinton County residents. Projects may focus on any aspect of behavioral health, including, but not limited to, suicide prevention, mental wellness, substance abuse prevention, training, and education.

For questions about this Letter of Intent (LOI), including previously funded projects, contact:

Tommy Koopman,  
Deputy Director of Prevention, Wellness, and Community Coalitions  
[tkoopman@mhrbwcc.org](mailto:tkoopman@mhrbwcc.org)  
513-695-1695

or by visiting the MHRBWCC website at: <https://www.mhrbwcc.org/>

Submissions are accepted on a rolling basis until **May 31<sup>st</sup>, 2023**.

Please contact the MHRBWCC at (513) 695-1961 if you have trouble with this procedure or if you need additional information on accessing project information on our website. Please be aware that if you are downloading documents for this project, addendums to the request may be issued at the discretion of MHRB.



The **Mental Health Recovery Board Serving Warren and Clinton Counties** (hereinafter referred to as “Board” or “MHRB”) is requesting Letters of Intent (LOI) for projects that affect the behavioral health of residents in Warren and Clinton Counties.

### Who We Are

The Board is a governmental entity responsible for planning, funding, monitoring, and evaluating services and programs for residents with serious mental and emotional disorders and substance addiction in our jurisdiction. Funds for services come from various sources, including the federal and state government, and our local levy.

The Board supports a healthier community by investing in a system of mental health and substance use disorder services for the people of our counties.

### Mission Statement

The Mental Health Recovery Board Serving Warren and Clinton Counties supports a healthier community by investing in a system of mental health and substance use disorder services for the people of our counties.

### Core Values

- **Stewardship.** We are efficient and ethical in using resources and are good stewards of the public’s money.
- **Transparent.** We are open and honest with our community and those we serve.
- **Accountable.** We are responsible for our words, our actions, and our results.
- **Quality.** We are continuously learning, improving, and implementing best practices to address needs.
- **Responsive.** We are proactive and agile in meeting ever-evolving behavioral health needs.
- **Collaborative.** We are invested in partnering to maximize impact.
- **Equity.** We are fair and inclusive, respecting the lived experience of all people.

### Vision Statement

We will be transformative in our approach to the practice of behavioral health.

### Project Description

In FY 2023, the Board plans to award mini grants **for new and/or innovative projects that will positively affect the health and wellness of Warren and Clinton County residents. Projects will primarily focus on improving mental health and/or preventing substance abuse.** Projects may focus on any aspect of behavioral health, including, but not limited to, suicide prevention, mental wellness, substance abuse prevention, training, and education. The purpose of the mini grant project is to enhance partnerships and creativity by investing in prevention services provided in the community.

LOIs will be reviewed as they are received. There is no set deadline for applications to be received. LOIs will be accepted until **May 31st, 2023.**



### Submittals

Interested organizations should submit their LOI via email to:

Tommy Koopman,  
Deputy Director of Prevention, Wellness, and Community Coalitions  
[tkoopman@mhrbwcc.org](mailto:tkoopman@mhrbwcc.org)

The subject line of the email should read: **Mini Grant LOI**

The Board reserves the right to accept or reject any LOI or to eliminate any organization that submits an incomplete or inadequate LOI.

### Submittal Deadline

LOIs will be reviewed as they are received and until funding is exhausted. LOIs will be accepted until May 31st, 2023.

### Questions and Clarifications:

All questions concerning this request shall be directed in writing via email to Tommy Koopman, Deputy Director of Prevention, Wellness and Community Coalitions, at [tkoopman@mhrbwcc.org](mailto:tkoopman@mhrbwcc.org).

### Guidelines

1. **Funding Amounts:** Awards will vary in size based on the scope and impact of the project. Maximum funding amount is \$10,000. Projects requesting one-time speaker fees will be capped at \$2,500.
2. **Eligibility:** Applicants must:
  - a. Have a Federal Tax ID number or be affiliated with an organization that does (fiscal agent).
  - b. Provide project services primarily to Warren and Clinton County residents.

### Funding Limitations

1. Organizations may only one funded mini grant at a time. Successful completion of the current project is required for subsequent funding.
2. The project may not be a duplication of current services being provided by MHRB contract providers. Exceptions to this rule are at the sole discretion of MHRB.
3. General operating expenses (salary and fringe/administrative) will be considered at a lower priority than programmatic funds.
4. Only local/regional travel costs will be funded.
5. Consumables, such as incentives and food/drink costs, may be funded. However, their use must be clearly defined, and the costs should be proportionate to the size and scope of the project.



### Letter of Intent

Applicants should submit an LOI no longer than **three pages**, and should include the following:

1. **Background Information** - A short description of the organization, including:
  - a. History
  - b. Primary Funding Sources
  - c. Applicable Certification Information (if applicable)
  - d. Current Services Offered (if applicable)
2. **Problem, Opportunity, Or Need** – This section should attempt to answer the following questions:
  - a. What is the need this project is attempting to address?
  - b. How do you know it is a need? What data do you have to support?
3. **Project Proposal** – This section should attempt to answer the following questions:
  - a. What will the project provide?
  - b. Who is the target population?
  - c. How will it positively affect the behavioral health and wellness of Warren and/or Clinton County Residents?
  - d. When will the project be carried out?
  - e. Who will be responsible for implementing the project?
  - f. Does the project have or need a sustainability plan? If so, is there one in place?
  - g. Are you planning on partnering with any of MHRBs current contract agencies? (A list can be found at [www.mhrbwcc.org](http://www.mhrbwcc.org))
4. **Project Evaluation** – This section should attempt to answer the following questions:
  - a. How will you know if the project is successful?
  - b. What data will you collect to show that the project achieved its intended goals?
  - c. How will you use this data in making future decisions?
5. **Budget** – Provide a short description of the total amount of the project and how these funds will be used. MHRB does not need a line item budget, but it would be helpful to break down the total funding into large categories and describe how much of the funding will go in each category (i.e. salary, travel, supplies, etc.).

### Review and Acceptance

All LOIs will be reviewed by appropriate MHRB staff. MHRB reserves the right to ask for additional information, accept, or reject any LOIs that are received.