





SMALL TECHNICAL ASSISTANCE GRANTS PROGRAM


(GRANTS OF \$10,000 OR LESS)


Since 1937, the Institute of Mental Hygiene (IMH) has supported a broad range of programs promoting the development of optimal mental health for children and their families in the city of New Orleans. IMH invests in children through its grantmaking programs, active involvement with grantees, and leadership in improving mental health programs and policies.


Seeing organizational strength as critical to effective work, in 1988, IMH expanded its grantmaking beyond direct services to include Technical Assistance Grants. These grants are intended to improve mental health services by enhancing the management capabilities of organizations and encouraging mental health or educational personnel to increase their knowledge or skills. Proposals may cover a wide range of activities, including but not limited to:


 Staff training and development: in-house training by outside consultants, attendance of mental health or educational personnel at conferences, or site visits to model programs, to increase their skills in working with children and their families and to infuse their work and/or the community with new ideas and information;


 Evaluation: promotion of effective and appropriate evaluation of mental health services;

 Strategic and resource planning: organizational assessments, strategic and/or sustainability plans for the continuation of effective mental health services;

 Leadership development in areas of organizational importance;

 Program planning and design (including assistance to grantees in meeting the challenges of implementing IMH grants);

 Community assessment and education: community awareness campaigns and other techniques that support quality mental health services;

 Partnership development and collaboration: capacity building to help organizations work together to improve mental health services.

APPLYING FOR A GRANT

Small Technical Assistance Grants are for \$10,000 or less. Proposals requesting a greater amount should follow the procedures for Large Technical Assistant Grants.

Only tax-exempt organizations providing services in Orleans Parish are eligible. IMH welcomes phone calls to explore ideas and clarify procedures before applications are submitted.

Proposals may be submitted electronically with hard copy attachments (such as Form 990) supplied separately; note, however, that applications are reviewed only when all components have been received by IMH. During IMH's review, applicants may be contacted by IMH staff and/or reviewing readers and asked to provide further information. Interviews and/or visits are sometimes requested before funding decisions are made.

All recipients of IMH grants are required to report back to IMH about the use of the funding. Reporting requirements will be forwarded upon notification of the grant award.

Please use the following format when preparing your application, and submit three copies unless otherwise noted.

IMH Proposal Cover Sheet.

(1 original and 2 copies) Available at www.imhno.org. Use only the space provided. This form must be signed by the organization's chief executive and board president. A signed original must be submitted even if the body of the proposal is submitted electronically.

Narrative. (3 copies) Answer the following questions for all proposals, limiting your narrative to 3 pages or fewer.



Briefly (in 1 page or less) describe your organization's primary purpose and activities, and how this relates to the mental health needs of children and their families.



Why are you applying for this grant? What is the need that you hope to address with this grant? Who will be involved in this effort?



What results do you expect, and how will you document your progress in reaching them? How will these results help you to address community needs?



How will you share the knowledge gained within your organization and the community?

Please supply the following additional information, as appropriate to the nature of your application:



For in-house planning/staff training: If consultants will be used, provide a detailed work plan for their services, including the timeline and cost. If you have not chosen a consultant, you may provide the specific plan after the grant is provisionally approved.



For conferences: Briefly describe the conference and explain the benefit of attending. Provide the names and positions of staff attending, and attach a copy of the conference brochure.



For model programs/site visits:
Briefly describe the model program, including location, target population, goals, and unique properties of the model.

Budget. (3 copies) Provide a line item budget, detailing all costs. If other funders are participating in the project, please list their names, along with the amount of their funding.

For conferences and site visits:
Conferences and site visits are paid on a cost-reimbursement basis; please note that IMH limits expenditures for conferences/site visits to \$2,500 per individual and organizations may only submit one staff development request per year to IMH.

Conference and site visit applicants should fill out the estimated section of the IMH Budget Form for Conference/Site Visits (3 copies), available at www.imhno.org. Any specific costs that are known (registration fees, hotel costs, etc.) should be entered; estimate the others. Reasonable costs will be reimbursed for conference registration, transportation, lodging, meals, airport transfers, and other expenses up to the maximum of the amount requested and awarded (not to exceed \$2,500 per individual). Receipts for any expense over \$10.00 must be provided. Once all documentation is submitted, IMH will reimburse within approximately 30 days.

Attachments. (One copy only of each attachment.) Attach the organization's tax exempt status (IRS determination) letter, and a current board list. Provide your most recent audit, or Form 990. If you provide a Form 990, you must also include a financial statement or financial compilation. If another organization is acting as a fiscal agent, include a letter from them documenting the arrangement and documentation of their tax exempt status.

DEADLINES

Applications for Small Technical Assistance grants are not being accepted at this time. Monitor this website for announcement of the 2010 grant schedule.

Please note:

Small Technical Assistance Grants are for \$10,000 or less. Proposals for larger amounts should follow the procedures for Large Technical Assistance Grants.