



## PROPOSAL INSTRUCTIONS

### **Early Childhood Mental Health Grants, Child and Adolescent Mental Health Grants & Technical Assistance Requests for more than \$10,000**

*(Submit 3 copies of sections I. II. and IIIA. and one copy of sections IIIB & C.)*

**I. PROPOSAL SUMMARY/COVER SHEET** – The attached IMH Grant Proposal Cover Sheet must be completed and signed by the executive officer and the board chair, or in the case of a university, the person in charge of grants administration.

**II. PROPOSAL NARRATIVE** -- Please answer the following 15 questions in a maximum of 11 pages (including the Executive Summary). Minimum 12 point font, 1 inch margins. Organize your submission by the headings and sub headings of this request.

#### **A. Executive Summary**

Provide a one page summary of your proposal. The Summary should include the following; Name of the program/project, Name of Agency, and Description of program /project, to include, need, target population, goal(s), service(s) to be delivered, program duration, and amount of request.

#### **B. Community Need & Target Population**

1. Describe the community need that this program proposal addresses, including the following:
  - a. Identify external data sources that measure the magnitude of this problem and/or identify demographic risk factors that are strongly related to the problem -- citing national studies or evidence that document the relationship between the risk factor and the problem;
  - b. Identify the geographic boundary of the community you intend to address in this proposal and provide data that indicates the magnitude of the need in this community;
  - c. Provide comparative data at Orleans Parish, state, and national levels that illustrates the relative seriousness of the need.
2. Describe the target population that you are trying to reach with this program. This description should demonstrate your understanding of the people who will benefit from the services for which you are seeking support. Include parish wide or neighborhood data (and, if an existing program, aggregate client data) that describes the salient characteristics of the people you intend to serve.
3. Review all similar agencies that serve your target population. What resources are already available to this population? What gaps are there in services that you are proposing to fill?

#### **C. Goals & Program Planning**

4. What are the goals of the proposed program?

5. Describe any research you have done to determine if the proposed program model will work. Has the program been tried elsewhere? With what results?
6. Who else provides services to this population? What contact have you had with them? What relationship, if any, have you sought?
7. Have you involved the people you intend to serve in planning this program? If so, how has that occurred?
8. Define how the program works or will work to achieve the goals. There should be an obvious and logical link between your understanding of the people you intend to serve, the services you intend to provide, and the results you expect to see. Include the following:
  - a. What services will be delivered?
  - b. How will the services be provided?
  - c. How many persons will be served?
  - d. How will the target population be reached?
  - e. How will the project be managed and staffed?
9. Describe any anticipated problems or challenges in the operation of the project in delivering the services or activities to the target population. Problems both internal and external to the operating agency along with those that could impact the timing of program implementation should be listed.
10. Describe the staff's experience in the field of mental health in general and in the proposed or similar service area in particular. If the agency or staff does not have prior experience in providing the proposed service, please indicate how you will develop/secure the necessary skills/expertise (training, consultation, etc.). (*Maximum 1 paragraph*)
11. Indicate how the proposed project relates to IMH's core values and strategic priorities. (Listed at [http://imhno.org/imh\\_who\\_we\\_are.html](http://imhno.org/imh_who_we_are.html))

#### **D. Program Accountability**

12. Program Activities, Participation and Success
  - a. How will you document program activities and participation?
  - b. How will you know if you are succeeding or failing in achieving your program goals? What are the indicators of success you will be looking for?
  - c. If you will be using tools to measure change (individually or collectively), identify your measurement tool(s) and document the validity and reliability of each. (Please attach a copy of the instrument).
13. How do you know if your program is cost effective? Be sure to include benchmarking against national cost effective studies. If national cost effectiveness studies are unavailable, justify your program's total cost per person served using available cost information from relevant sources (i.e.: program experience, historical performance, similar programs elsewhere, alternative service arrangements).

14. Describe how you will use program data (for example: demographics and residences/neighborhoods of actual clients served, levels of participation, actual cost effectiveness data) and any learnings from examining these results in the future to improve program operations.
15. If a continuation of an existing program, describe past results achieved (for example: demographics and residences/neighborhoods of actual clients served, levels of participation, actual cost effectiveness data) and any learnings from examining these results that have contributed to program improvement.

### **III. ATTACHMENTS** - Please label all attachments and submit one copy only.

#### **A. Financial Information - Project/Program (if applicable)**

1. A line item budget for the project/program, clearly showing how each figure was calculated (i.e.: one-half time social worker, \$40,000 x .50 = \$20,000). Note: IMH does not provide administrative overhead, however, we will consider administrative/operating expenses directly related to carrying out the project (i.e. rent, accounting services, clerical support, etc.)
2. List names and amounts requested of other foundations, corporations, and other funding sources to which you have submitted or will be submitting this proposal, and dates you expect to hear.
3. Indicate any in-kind support provided by your organization or others related to this proposal.
4. Indicate how the project will continue in the long term beyond the period of requested IMH funding including a description of how ongoing funding will be obtained.

#### **B. Financial Information - Overall Organization**

5. Organization's previous year, current year and projected next year operating budget, including expenses and revenue; list sources of revenue received and those pending, including grants and State/Federal contracts, earned income, memberships, and United Way and/or individual donors (if applicable).
6. Most recent annual financial statement (audited, if available; if not, enclose most recent IRS form 990 and compiled financial statement or internally produced financial statement).

#### **C. Other supporting materials**

7. A copy of the current IRS determination letter indicating your 501(c)3 tax-exempt status or that of your fiscal agent.
8. A list of your board of directors and their principal affiliations.
9. Your most recent annual report, if available.