



EARLY CHILDHOOD MINI-GRANTS PROGRAM

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.

Recent research underscores the importance of infancy and early childhood experiences to life-long social, emotional, and moral development. The Early Childhood Mini-Grants Program aims to help organizations improve social and emotional development in children from birth through six years by providing money to:



Seed new programs and strengthen existing ones;



Strengthen leadership and expand training in the early childhood field;



Engage parents and increase their ability to understand and participate fully in their children's development;



Raise public awareness -- support policy analysis and advocacy;



Fund the purchase of needed materials, equipment, technology, and furnishings (up to a limit of \$1,000).

APPLYING FOR A GRANT





IMH encourages phone calls to explore ideas and clarify procedures before applications are submitted.

Mini-grants can range from \$500 to \$10,000 are awarded for one year, with renewal possible for an additional year if outcomes and reporting requirements are met. Only tax-exempt organizations providing services in Orleans Parish are eligible. 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 reviewing readers and/or IMH staff and asked to provide further information. Visits to the service site are sometimes requested before funding decisions are made.

The following criteria form the basis for grant awards, but applications need not address all of the criteria.



Relevance of the project to promoting social and emotional development in very young children;

-  Appropriateness of intervention to amount of money requested and time allotted;
-  Community involvement and leadership;
-  Parent involvement;
-  If the project addresses risk factors that may lead to later mental health problems.



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) In 3 pages or less, please provide the following information:

-  What is the need or problem that you are seeking to address, and how does this relate to the social and emotional development of young children?
-  What do you propose to do? Be specific in describing how the program will work.

-  Who and how many will you serve?
-  What changes are you expecting to accomplish, and how will you know if you have been successful with this program?
-  Describe any experience of your organization that is relevant to this project, and explain who has been involved in planning the project.
-  If appropriate, how will this project be continued after IMH funding ends?

Budget. (3 copies) Provide a line item budget, detailing the costs of project. Up to \$1,000 may be used for supplies or equipment. Please list the names of any other funders participating in the project, along with the amount of their funding.

Attachments. (One copy only of each attachment) Attach proof of the organization's (or fiscal agent's) tax exempt status (IRS determination letter) and a current list of the board of trustees. 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; if there are collaborating partners for the program, letters confirming their involvement should also be included.

DEADLINES

Applications can be submitted at any time, with responses made as promptly as possible (generally within 3 weeks).