

INSTRUCTIONS to APPLY for WSAA GRANT FUNDS

for the purpose of funding

COMMUNITY-BASED MENTAL HEALTH RECOVERY SERVICES

Revised 01/30/2018

WSAA CONTACT INFORMATION

Inquiries may be made and Return Application to:

Denelle Pappier, WSAA Secretary
dpappier@aol.com; 406-363-1311

PLEASE NOTE: It is solely the applicant's responsibility to have read and to comply with these written instructions. Any application that is late or incomplete will be summarily disqualified.

PROJECT OVERVIEW

The "Western Service Area Authority" (WSAA) is accepting applications to provide funding for community-based mental health programs, projects, or activities that focus on recovery for adults with severely disabling mental illness (SDMI) and adults with SDMI and co-occurring substance use disorders (SUD).

Proposals should describe projects or activities that create, support, or enhance community-based recovery services within the counties of the Western Service Area of Montana that maintain an active Local Advisory Council (LAC): Beaverhead, Deer Lodge, Flathead, Granite, Lake, Lincoln, Madison, Mineral, Missoula, Powell, Ravalli, Sanders, and Silver Bow counties. Contact and approval by a letter of support must be made with one of the recognized LACs as appropriate to the county or counties affected by the proposal.

- The WSAA has approximately \$3,500.00 available for the purpose of developing community-based recovery services.
- Application may be made by any provider-group or consumer-group in the Western Service Area of Montana.
- The WSAA anticipates funding more than one proposal with available funds; it's recommended that proposals demonstrate additional funding streams, as appropriate.
- Be aware that partial funding may be offered; if this would not be acceptable, please note that fact in the application.
- Grant funds may not be used to supplant existing funding or salaries.
- Requests to fund infrastructure and/or the purchase of durable hard goods/equipment must show how that will directly benefit recovery in the target SDMI population.
- The award is one-time-only funding; no renewals or extensions will be available. Funding for a previous project requires a new application that demonstrates changes or expansion to the original project/activity.
- Recipients of previous awards may apply for funding for a new project, or additional funding for the previous project, only if they have complied with the contracted reporting requirement to the WSAA board.
- Program funds will be designated for use after 07/01/2018. Award of actual funds will be determined by return of completed, signed contract.

Recipients of grant awards will enter into a legal contract with WSAA and must agree to provide a thorough and accurate mid-year progress report and a year-end final report of their funded program or activities to the WSAA Board in a format and timeline that has been agreed upon by both parties.

GENERAL REQUIREMENTS FOR SUBMITTING AN APPLICATION

Proposals must be submitted in writing to the WSAA Secretary (on the schedule and as detailed below) and must have a full and complete budget sheet attached. All requested information should be included as is necessary to explain in detail the applicant's program and costs. Applicants may submit multiple proposals, in which case, each proposal must be self-contained and shall be evaluated separately. A letter of support from the appropriate LAC (Local Advisory Council) is required; LAC contact information is available from the WSAA Secretary. It is solely the applicant's responsibility to assure delivery to the WSAA Secretary by the designated date AND to comply with all application instructions as delineated herein.

Regardless of cause, proposals that are late or incomplete at any stage will not be accepted and will be disqualified from consideration.

APPLICATION SCHEDULE AND TIMELINE

EVENT:

RECEIVED NO LATER THAN:

(Note: You will be sent an e-mail receipt after each due date if your application has been received. If you do not receive a receipt within two business days, you should contact the WSAA Secretary for confirmation.)

- **E-mail Notice of Intent to Apply*** **Friday, March 23, 2018, 5 p.m.**
Submit an e-mail notice to the WSAA Secretary of your intention to apply for grant funds. Include ALL contact information, a brief (two or three sentence) introduction to the proposed program or activity, and a reasonable estimate of the amount of funding that will be requested.

- **Application Submission*** **Friday, April 20, 2018, 5 p.m.**
Submit the actual application with complete information required. To expedite this process, the application is to be e-mailed in its entirety. Submit in PDF or Word format. There will be NO printed application required. (Letters of support can be scanned to send electronically or submitted by postal mail.) Applications will be forwarded to committee members for review, as they are received. **(No need to wait for the due date to submit!)**

- **Determination to Award Funding** **Tuesday, May 22, 2018**
Committee recommendations will be reviewed and discussed at the monthly WSAA Board meeting. The final decision will be made by the entire voting board.

*** APPLICANTS MUST INCLUDE the FOLLOWING INFORMATION with ALL SUBMISSIONS:**

Program or Activity Title:	Grant Amount Requested:
Name of Contact Person:	County of WSAA:
Applicant's Affiliated Agency or Group:	Appropriate LAC:
Applicant's Phone Number(s):	Mailing Address:
Applicant's E-mail Address(es):	Community Affiliate(s):

All materials submitted become the property of the WSAA and, unless specific arrangements are made in advance, application packets and any supplemental paperwork will not be returned and may be discarded without further notice.

BASIS OF EVALUATION

Preliminary evaluation will be done by a committee of WSAA board members who do not have a conflict of interest with the submitted proposal. They will review and evaluate the applications according to the following criteria and will present their individual recommendations and rationale to the WSAA Board. After discussion of recommendations, the final decision will be made by the entire WSAA Board of Directors.

The rating scale is detailed below. There are five specific sections, with up to five points possible in each, for a maximum of 25 points possible. These scores will be used to determine which proposal(s) will be the most advantageous to the population served by the WSAA. Any application that ranks less than 10 points will not be recommended for consideration.

DESCRIBE YOUR PROPOSAL APPROPRIATELY AND THOROUGHLY, BUT REMEMBER THAT CLARITY AND BREVITY IS APPRECIATED.

A. Description of Project/Targeted Population *(1 - 5 points possible)*

The proposal must demonstrate how the applicant's activity through this award to develop or enhance community-based recovery services will have a positive impact; including what specific SDMI population is to be targeted, and within what expected timeline.

B. Demonstration of Community Collaboration *(1 - 5 points possible)*

The proposal must describe how community resources will be accessed, including identification of key community stakeholders in the planning and implementation process, and the role of each during the term of the contract. The proposal must include a letter of support from, at least, the appropriate Local Advisory Council (LAC) board.

C. Cultural Competency *(1 - 5 points possible)*

Proposals must describe the activities that will be undertaken to ensure that the proposed services or program will have the capability to serve individuals with severe and disabling mental illness from socially, ethnically and culturally diverse backgrounds, and be in compliance with the ADA (Americans with Disabilities Act).

D. Sustainability *(1 - 5 points possible)*

The proposal must include a sustainability plan that clearly identifies the steps that will be taken during the contract to continue the work developed as a result of this one-time award.

E. Budget Overview *(1 - 5 points possible)*

The proposal must include a detailed line-item budget (see example below), and justification for expenditures including, but not limited to, the listed line-items appropriate to the proposal. Use the table below as a guideline to ensure completeness; note if an area of expense is not applicable.

Include revenue from all funding sources. There are no required matching or in-kind funds for this project. However, if additional financial support for the project has been secured, the applicant should identify what those additional funds are and how they will be used to accomplish this project in conjunction with WSAA-awarded funds.

APPENDIX A: Budget Sheet

*[*Include your budget overview on a separate sheet of paper, using this table as a guide.]*

Expenses	Fiscal Year 2018 (07/01/18 - 06/30/19)	Matching funds (if applicable)
Start-up Expenses (itemized)		
Operating Costs		
Personnel		
Salaries		
Benefits		
Subcontractors		
Staff Training and Development		
Travel		
Advertisements		
Other: Supplies, etc. (itemized)		
Facility expenses (if applicable)		
Rent / lease		
Utilities		
Matching or In-Kind (if applicable)		
Program Total		
Total Amount Requested		

APPENDIX B: Resource Information

Proposals should be consistent with the ten components of the Substance Abuse and Mental Health Services Administration (SAMHSA) “National Consensus Statement on Mental Health Recovery.” The statement is below and online at: <http://mentalhealth.samhsa.gov/publications/allpubs/sma05-4129/>

National Consensus Statement on Mental Health Recovery

Mental health recovery is a journey of healing and transformation enabling a person with a mental health problem to live a meaningful life in a community of his or her choice while striving to achieve his or her full potential.

The Ten Fundamental Components of Recovery

- 1) **Self-Direction:** Consumers lead, control, exercise choice over, and determine their own path of recovery by optimizing autonomy, independence, and control of resources to achieve a self-determined life. By definition, the recovery process must be self-directed by the individual, who defines his or her own life goals and designs a unique path towards those goals.
- 2) **Individualized & Person-Centered:** There are many pathways to recovery, based on an individual’s unique strengths & resiliencies as well as his or her needs, preferences, experiences (including past trauma), and cultural background in all of its diverse representations. Individuals also identify recovery as being an ongoing journey and an end result as well as an overall model for achieving wellness & optimal mental health.
- 3) **Empowerment:** Consumers have the authority to choose from a range of options and to participate in all decisions — including the allocation of resources — that will affect their lives, and are educated and supported in so doing. They have the ability to join with other consumers to collectively and effectively speak for themselves about their needs, wants, desires, and aspirations. Through empowerment, an individual gains control of his or her own destiny and influences the organizational and societal structures in his or her life.
- 4) **Holistic:** Recovery encompasses an individual’s whole life, including mind, body, spirit, and community. Recovery embraces all aspects of life, including housing, employment, education, mental health and health care treatment and services, complementary and naturalistic services, addictions treatment, spirituality, creativity, social networks, community participation, and family supports as determined by the person. Families, providers, organizations, systems, communities, and society play crucial roles in creating and maintaining meaningful opportunities for consumer access to these supports.
- 5) **Non-Linear:** Recovery is not a step-by-step process but one based on continual growth, occasional setbacks, and learning from experience. Recovery begins with an initial stage of awareness in which a person recognizes that positive change is possible. This awareness enables the consumer to fully engage in the work of recovery.
- 6) **Strengths-Based:** Recovery focuses on valuing and building on the multiple capacities, resiliencies, talents, coping abilities, and inherent worth of individuals. By building on these strengths, consumers leave stymied roles behind and engage in new life roles (e.g., partner, caregiver, friend, student, employee). The process of recovery moves forward through interaction with others in supportive, trust-based relationships.
- 7) **Peer Support:** Mutual support — including the sharing of experiential knowledge and skills and social learning — plays an invaluable role in recovery. Consumers encourage and engage other consumers in recovery and provide each other with a sense of belonging, supportive relationships, valued roles, and community.
- 8) **Respect:** Community, systems, and societal acceptance and appreciation of consumers — including protecting their rights and eliminating discrimination and stigma — are crucial in achieving recovery. Self-acceptance and regaining belief in one’s self are particularly vital. Respect ensures the inclusion and full participation of consumers in all aspects of their lives.
- 9) **Responsibility:** Consumers have a personal responsibility for their own self-care and journeys of recovery. Taking steps towards their goals may require courage. Consumers must strive to understand and give meaning to their experiences and identify coping strategies & healing processes to promote their own wellness.
- 10) **Hope:** Recovery provides the essential and motivating message of a better future — that people can and do overcome the barriers and obstacles that confront them. Hope is internalized; but can be fostered by peers, families, friends, providers, and others. Hope is the catalyst of the recovery process. Mental health recovery not only benefits individuals with mental health disabilities by focusing on their abilities to live, work, learn, and fully participate in our society, but also enriches the texture of American community life. America reaps the benefits of the contributions individuals with mental disabilities can make, becoming a stronger and healthier nation.