



**PrairieCare**  
*Child & Family Fund*

**REQUEST FOR PROPOSAL**

**3<sup>RD</sup> GRANT AWARD**

**SUSTAINABLE MENTAL HEALTH PROFESSIONAL EDUCATION INITIATIVE**

OCTOBER 15, 2018

PRAIRIECARE CHILD & FAMILY FUND  
5500 94<sup>TH</sup> AVE. N.  
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## **Table of Contents**

Summary and Background .....	1
Award Purpose, Description and Scope .....	2
Proposal Guidelines .....	3
Required Proposal Contents .....	4
Budget .....	5
Proposal Evaluation Criteria.....	6



## Summary and Background

PrairieCare Child & Family Fund is accepting grant applications for funding to support mental health training and programming for school district staff or students. Eligible applicants may include public school districts, private schools, charter schools and other non-profit entities that support or provide educational services to youth in Minnesota. PrairieCare Child & Family Fund will be awarding a total of \$180,000.

- Past grant awards range from \$5,000 to \$40,000
- Previous applicants and recipients are encouraged to re-apply
- Multi-year grants are not eligible
- Funds not awarded for direct therapeutic services, hiring of new staff, nor intended to cover in-direct costs. See the 'Budget' section for further details.
- Awarded funds to be used by June 30, 2020

PrairieCare Child & Family Fund is a 501(c)(3) non-profit with a mission to improve the health and well-being of children and families in our communities. Founded in 2016 by compassionate clinicians, community advocates and legislators, the Fund is established to increase awareness of the availability of mental health services, advocate for those in need, educate professionals and create opportunities within our communities to advance the delivery of health services.

PrairieCare Child & Family Fund is dedicated to addressing mental health problems and gaps in health care delivery, both in words and in action. We are working with community partners to break down barriers, raise awareness and make a positive difference for the children and families in all our communities for generations to come.

Each year PrairieCare Child & Family Fund raises funds to make these annual grants available. In the past two years, PrairieCare Child & Family Fund awarded \$180,000 in grants to ten school districts for implementation of mental health training and programming.



## Award Purpose, Description and Scope

PrairieCare Child & Family Fund is seeking partnerships with local school districts who can help advance the mission and vision of PrairieCare Child & Family Fund by increasing awareness of the prevalence of mental illness in schools. Educators are the “front lines” for interactions with our youth and uniquely positioned to 1) **Identify youth** who may be **at-risk or are presenting symptoms** of mental illness, and 2) **Empower all youth** to manage their mental illness and practice healthy habits to improve their overall mental health. **Training educators and professionals** in the area of mental health increases the likelihood students with mental illness are identified earlier. Providing staff the tools they need to identify students in crisis will help these youth succeed. Comprehensive transition planning back to school following mental illness treatment reduces the possibility of additional referrals.

In 2016, Minnesota was home to 1,277,145 children under age 18, representing 23% of our state's population. During the same year, the Minnesota State Student Survey reported the percentage of 9th grade students who reported long-term mental health, behavioral or emotional problems (lasting six months or more) rose from 12.5 percent in 2013 to 17.3 percent. Similar increases were seen in other grades (8<sup>th</sup> & 11<sup>th</sup> grades). Researchers at the National Institute of Mental Health have found that half of all lifetime cases of mental illness present before the age of 14. Shockingly, studies have shown only 25% to 35% of children and adolescents suffering from a psychiatric disorder will receive treatment. Mental health disorders account for more disability than any other illness, including cancer and heart disease reports the Centers for Disease Control and Prevention (CDC). **Mental health education and awareness provides critical tools** to staff to strengthen the network of prevention and intervention to our students. The engagement of staff in this area and support from school districts is crucial in establishing a foundation for a successful learning & wellbeing.

This grant encourages schools and non-profits to design mental health education programs that leverage both internal and external resources. Contracting with third parties or using technology such as tele-video and online coursework are examples of methods that have the potential to educate staff on mental health. Training programs, whether conducted internally or by sending staff to external training programs and sharing knowledge among colleagues, must be practical and create noticeable improvements in staff competencies in mental health. The use of creative tools and innovation, as well as the inclusion of as many staff as possible while not compromising quality, is strongly encouraged. All proposals should be balanced with a focus on in-depth specialist knowledge to better equip staff with the tools they need to help students who may have a mental illness.

The scope of this project should include not only the proposed educational activities within the school, but also anticipated impact(s) within the educational milieu and/or the greater community. The proposal should describe the impact of the program by illustrating the depth and breadth of staff and professional involvement, how many students and families may be directly impacted, and reflect the individuals and agencies involved in the program and how their contributions will help address the purpose. Examples on the PrairieCare Child & Family Fund website – [www.prairiecarefund.org](http://www.prairiecarefund.org)



## Proposal Guidelines

This Request for Proposal sets forth requirements for an open and competitive process based on the criteria to follow.

Proposals accepted until 5pm CST March 1, 2019. Proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the school district or non-profit submitting the proposal. Proposals can be emailed to [fund@prairiecarefund.org](mailto:fund@prairiecarefund.org) or mailed to PrairieCare Child & Family Fund by the deadline.

The timeline for the submission and review process is:

1. All proposals in response to this RFP must be received no later than 5pm CST March 1, 2019.
2. Evaluation of proposals conducted in March & April. If additional information or discussion is needed with any applicants during the evaluation period, the applicant(s) will be notified.
3. The selection decision for the winning applicant made no later than April 30, 2019.
4. Notifications to applicants who not selected completed by April 30, 2019.
5. Contract is signed by grant recipients by May 30, 2019.
6. Implementation timeline of winning proposal must be no later than October 1, 2019.
7. Two reports (mid-year and final) are required from grant recipients.

Contract terms and conditions negotiated upon selection of the winning applicant for this RFP. All contractual terms and conditions will be subject to review by PrairieCare Child & Family Fund legal consultant and will include scope, budget, schedule, and other necessary items pertaining to the project.

\*The aforementioned timeline is subject to change at the discretion of the PrairieCare Child & Family Fund. Any changes posted on [www.prairiecarefund.org/grants](http://www.prairiecarefund.org/grants)



## Required Proposal Contents

Responses to this RFP must consist of all of the following components. Each of these components must be separate from the others and uniquely identified and labeled. **Maximum page limits** listed with each component.

1. **Title Page**– 1 Page
  - a. Project Title
  - b. School or Organization Mailing Address
  - c. Website
  - d. Primary contact & phone number
  
2. **Table of Contents** – 1 Page
  
3. **Executive Summary** - 1 Page
  
4. **Description of the School District** – 1 Page
  
5. **Project Descriptions**– 5 Pages
  - a. Statement of Need
  - b. Goals & Objectives
  - c. Anticipated Reach
  - d. Implementation Plan
  - e. Project Director and Grant Implementation Team
  - f. Collaborative Partners, if applicable
  
6. **Timeline** – 1 Page
  
7. **Sustainability** – 1 Page
  
8. **Evaluation Plan** (including measurable outcomes) – 2 Pages
  - a. See page 6 for Evaluation Criteria
  
9. **Budget Proposal** – 2 Pages
  - a. See Page 5 for Budget Criteria
  
10. **Contact Information and Authorized Signature/s** from organization/s representative – 1 Page
  
11. **Appendix**–3 pages
  - a. Project Director Brief Bio
  - b. Letters of Support, if applicable



## Budget

The total amount of any award is at the discretion of the PrairieCare Child & Family Fund. Budget proposals shall be made in good faith with the understanding that certain expenses (in particular third-party contracts) may be in flux until finalized. Any or all components of estimated budgets to be approved and finalized in contract discussion. All proposals must include an estimated budget that will include, but not be limited to the following:

- Training Materials & Supplies
- Tuition or Fees
- Technology & Equipment
- Curriculum
- Travel expenses
- Third-party professional services/training

If the school district or non-profit submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must include any outsourced or contracted work in a good-faith estimate. Any proposals, which call for outsourcing or contracting work, must include a name and description of the organization and service(s) contracted.

\*\* All costs and fees clearly described in each proposal.

\*\* Note any in-kind contributions related to the program.



## Proposal Evaluation Criteria

The PrairieCare Child & Family Fund Grant Committee will evaluate all proposals based on several elements and has sole decision-making authority on the winning awards. To ensure maximum consideration for this Request for Proposal, your proposal should be complete and provide information on the criteria listed below. The grant committee members will review and score the applications based on these areas. Evaluation, Value & Cost, and Overall Impact scores are more heavily weighted.

- **Overall proposal suitability:** A proposed program must meet the scope and needs included herein and present in a clear and organized manner.
- **Experience and capabilities:** Applicants evaluated on their experience as it pertains to the scope of this project.
- **Creativity and innovation:** Applicants evaluated on their proposals inclusion of creative and innovative ideas and solutions.
- **Value and cost:** Applicants evaluated on the cost of their solution(s) based on the work outlined in accordance with the scope of this project. This should include practical ways to measure the value of the proposal.
- **Overall impact and sustainability:** Applicants must provide a clear description of the impact that their program will have on the community. Both the quality and size/scale of the impact are equally important. It is also important that this program have a sustainable and lasting impact.
- **Evaluation:** Proposal must outline a plan for ongoing measurement of program's goals and objectives.

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