PrairieCare
Child & Family Fund

REQUEST FOR PROPOSAL

4TH ANNUAL GRANT AWARD
SUSTAINABLE MENTAL HEALTH EDUCATION INITIATIVE

NOVEMBER 1, 2019

PRAIRIECare CHILD & FAMILY FUND
5500 94TH AVE. N.
BROOKLYN PARK, MN. 55433

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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 minimum of $185,000.

- Past grant awards range from $5,000 to $50,000
- 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, 2021

PrairieCare Child & Family Fund is a 501c3 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, 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 three years, PrairieCare Child & Family Fund awarded seventeen grants totally $360,000 to sixteen school districts for implementation of mental health training and programming.

See Appendix A for a list of past recipients.
Award Purpose, Description and Scope

PrairieCare Child & Family Fund is seeking partnerships with local school districts to 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 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 (8th & 11th 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 that 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 program 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 measurable 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 2, 2020. Proposals received after this date and time are not considered. An official agent or representative of the school district or non-profit submitting the proposal must sign all proposals. Proposals can be emailed to 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 2, 2020.
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 winning applications made no later than April 30, 2020.
7. Two reports (mid-year and final) are required from grant recipients.

Contract terms and conditions will be 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
Required Proposal Contents

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

1. **Table of Contents** – 1 Page

2. **Executive Summary** - 1 Page
   a. Project Title
   b. Organization Name and Mailing Address
   c. Contact Person (Name, phone, email)
   d. Funding Request Amount
   e. Target Population
   f. Goal(s)
   g. Key Activities
   h. Expected Outcomes

3. **Description of the School District** – 1 Page

4. **Project Description** – 5 Pages
   a. Statement of Need (1 page or less)
   b. Goals & Objectives
   c. Anticipated Reach
   d. Implementation Plan
   e. Project Director and Grant Implementation Team
   f. Collaborative Partners, if applicable

5. **Timeline** – 1 Page

6. **Sustainability** – 1 Page

7. **Evaluation Plan** (including measurable outcomes) – 2 Pages
   a. See page 6 for Evaluation Criteria

8. **Budget Proposal** – 2 Pages
   a. See Page 5 for Budget Criteria

9. **Contact Information and Signature/s** of organization’s authorized representative – 1 Page

10. **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 may 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 must be clearly described in each proposal.
** Note any in-kind contributions related to the program.
** Indirect costs are not allowed.
Proposal Evaluation Criteria

The PrairieCare Child & Family Fund Grant Committee has sole decision-making authority on the winning awards. Committee members will review and score the applications based on the areas listed below. 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 be presented 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**: Applications evaluated on their inclusion of creative and innovative ideas and solutions.
- **Value and cost**: Applications 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 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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Appendix A

Past Recipients with a brief description (listed alphabetically by school or community):

**Austin Public & Private Schools with Austin Aspires**
*Conscious Discipline®* Training & Education
Preschool, Kindergarten and elementary children and families. Community partners engaged.
Utilize bilingual success coaches to promote parenting techniques.

**Dugsi Academy with True North** - Healing for a Refugee Community
*Center for Mind-Body Medicine* training with a CALM team to support and monitor progress
Creation of a Sanctuary Room

**Hopkins Public Schools**
*Growing Through Grief* with non-profit partner, Park Nicollet
Focus on rapid grief crisis response and on-going support with creation of video for ongoing training

**Kaleidoscope Charter School (Otsego)**
Create Strong Foundations for Life Long Learning
*Second Step Social Emotional Learning*
*Mind Yeti: Mind Yeti* helps kids calm down, focus better, and feel more connected to themselves and others. “take a seat, relax and listen”

**Lakeville Area Public Schools**
Whole Child Social-Emotional Readiness Training for 616 teachers. Involvement of multiple community organizations, families, & students

**Le Sueur Henderson Schools**
*7 Mindsets Social Emotional Learning*
All licensed elementary staff trained. Family & community education events.

**Nevis Public Schools**
District wide Mental Health Awareness Education for staff, students and parents
Add a mental health awareness section in the school library for students and staff.

**North St. Paul, Maplewood, Oakdale School District**
*Conscious Discipline®* - Improve emotional regulation and social skills of preschoolers
Paynesville Community/ Paynesville Cares
Youth Mental Health First Aid training to decrease stigma, decrease barriers, educate and increase skills.
Students trained as peer mentors. Community members involved in the training.
Student development of a Social Justice Theatre presentation about mental health for schools and community.

Prior Lake & Savage Schools
Growing Through Grief with partner, Park Nicollet
Intensive in-school grief support program provided to elementary, middle and high school students

Prodeo Academy
Trauma Informed Practice and Crisis Intervention
Increased understanding to trauma related behaviors, use of trauma effective interventions, improve resilience and increase communication with families around trauma based behaviors.

Rochester Public Schools
District wide mental health training series.
Development of curriculum on mindfulness and executive functioning titled “Run your Brain”

Saint Louis Park Schools
Restorative Practices: Strategy to build healthy relationships and community
Offer a respectful and equitable approach to discipline as well as a proactive strategy to create a connected and inclusive school climate.

Shakopee High School
Trauma Responsive Practices training for all staff
Development of a Resilience Committee for ongoing work and sustainability

South Washington County Schools (recipients in 2017 & 2019)
2017 - Resiliency Project for emotional self-regulation and wellbeing. Embedded resiliency and mindfulness into school practices and many classrooms.
2019 - Healthy Connections in an Over Connected World
Teens, Tech and Mental Health: Managing within the Reality of a Technologic World (Erin Walsh).