

2023 CenterLink – Johnson Family Foundation
LGBTQ Center Mental Health Capacity-Building Initiative 2023 Funding Opportunity
REQUEST FOR PROPOSALS: PHASE II, March 2023

CenterLink is an international nonprofit organization and member-based association of LGBTQ centers and other LGBTQ organizations serving their local and regional communities. Our mission is to strengthen, support, and connect LGBTQ community centers. We currently have over 325 member LGBTQ centers worldwide providing essential services, promoting growth, wellness, and connectivity in their communities.

Application Instructions and Criteria

READ ALL INSTRUCTIONS AND CRITERIA CAREFULLY

Background

The goal of the LGBTQ Center Mental Health Capacity-Building Initiative (MHCBI) is to strengthen the capacity of LGBTQ community centers to improve their ability to offer effective and impactful mental health programming for their communities. Since 2010, this funding opportunity initiative has supported centers and local LGBTQ-serving organizations with over two million dollars over 13 years in funds to support the growth and development of mental health services offered at LGBT community centers and organizations.

The Funding Opportunity

This year, as a continuation of the successful pilot that began in 2010, The Johnson Family Foundation (JFF) has awarded CenterLink a continuation of this grant dedicated to capacity-building initiatives designed to expand the variety, quality, and accessibility of mental health services offered at LGBT community centers. In 2023, a total of \$150,000 in subgrants will be awarded to CenterLink member LGBTQ- serving organizations for up to \$25,000 each. This subgrant will cover a 12-month term period.

This grant is intended to:

1. Provide funding to under-resourced centers for mental health service operations/capacity-building
2. Provide resources and technical assistance to increase capacity, bolster skills, enhance and/or expand services, and increase funding

Previous and/or current award recipients may apply in this application process, provided that all eligibility requirements are still met. A center may receive a maximum of two grants over two years.

*Please note - if you currently hold another capacity-building grant with CenterLink, you are not eligible to apply.

Funding Period

Funding awarded to applicants shall be used beginning May 1, 2023, and ending April 30, 2024.

All work on the project must take place during this timeframe and must not begin before a signed contract is in place.

Funding Request

The total amount requested from CenterLink for all work related to the project must not exceed \$25,000.

****CenterLink reserves the right to request a proposal for a lesser grant amount, request more information and/or adjust application timeframe**

Eligibility

To be eligible for a grant, a center must meet the following criteria:

- A center must be an independent not-for-profit corporation with status as a 501(c)(3) public charity under the Internal Revenue Code. A center that is not separately incorporated or does not have its own tax exemption (i.e., uses a fiscal conduit) is not eligible to apply.
- A center must be a dues-paying member in good standing of CenterLink during the RFP period and for the term of the grant.
- A center must have an annual operating expense budget of no less than \$50,000 and no more than \$250,000 for its most recently completed fiscal year. Smaller or larger centers are not eligible to apply.
- A center must have a full-time (30+ hours), paid Executive Director.

What constitutes mental health services for the purpose of this grant opportunity?

For the purposes of this RFP, Mental Health Services include but are not limited to:

- a. Facilitated support groups.
- b. Peer-led mental health services.
- c. Individual, couple, family, and group counseling.

**** Organizations solely providing Third-party Telehealth, hotlines, and/or other third-party referral services do NOT meet the eligibility criteria for this funding opportunity.**

What is capacity building?

Capacity building is an investment in the effectiveness and future sustainability of a nonprofit. Capacity building is whatever is needed to bring an organization to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the

future. Capacity building is NOT a one-time effort to improve short-term effectiveness, but a continuous improvement strategy toward the creation of a sustainable and effective organization.

In the context of the JFF MHCBI, a "capacity building Initiative" is work that will substantially enhance an organization's ability to offer a range of high-quality, responsive mental health services to members of the LGBTQ+ community.

- ❖ Capacity building is *different from providing* support for the ongoing provision of mental health services.
- ❖ Capacity building is **not** a request for the support of existing personnel. The only exception would be growing a position from part-time to full-time.
- ❖ Capacity building is **not** support for maintenance of ongoing provision of current services.
- ❖ Capacity building is **not** support for existing staff positions (unless moving a PT to FT position).
- ❖ Capacity-building Initiatives will represent specific opportunities to develop, deepen, and/or improve the delivery of mental health services.
- ❖ Initiative SMART goals for this opportunity must be achievable through a one-time funding intervention.

****Capacity-building initiatives may look quite different for different organizations. Organizations are encouraged to think creatively about their own unique needs and what would best allow them to progress to the next level in the delivery of mental health services in inclusive, equitable, and sustainable ways.**

Some examples of capacity-building Initiatives might include but are not limited to:

- Purchasing and installing case management software to track mental health service provision and outcomes.
- Strengthening infrastructure to administer and/or secure government contracts.
- Hiring a specialist to strengthen services to a particular subset of the community.
- Restructuring an agency to better facilitate the growth of clinical programs.
- Staff training or certification(s).
- Conducting a community health needs assessment.
- Evaluating the efficacy of existing mental health services.
- Expanding your reach to intersectional, marginalized, and/or underserved communities.
- Technology upgrades that increase capacity.

****Successful capacity-building Initiatives create sufficient momentum to sustain an organization's ability to offer mental health services beyond the term of the grant.**

The Application Process

The JFF MHCBI application process will consist of two phases:

Phase I: Submission of a Letter of Interest. Letters of Interest should describe the *use of the grant*, the *amount being requested*, and the *anticipated outcome(s)*; A grant review committee will determine which centers will move forward to the second phase of the grant application process. Depending on your answers to the LOI (Letter of Intent), and the interest and availability of funds for the program for which you are requesting funds, you will be sent an email with either a link to complete a full grant application or notice that you have not been selected to apply at this time or eligible. (*Refer to Letter of Interest Instruction and Application Timeframe below for more information*)

Phase II: Submission of a full application to the LOIs selected and invited to submit by the grant review committee. (*Refer to Grant Application Instructions and Application Timeframe*)

Application Timeframe

Application Step	Deadline
Letter of Interest Instructions emailed to all member centers	March 14, 2023
Conference call for centers seeking assistance on the Letter of Interest Date: Tuesday, March 21, 2023 Time: 1:00 pm ET Zoom Registration Link: https://bit.ly/3Fdjpb2 *Interested centers are highly encouraged to attend the conference call.	March 21, 2023, at 1:00pm ET
Letters of interest due	March 24, 2023, by 11:59pm ET
Request for Proposals (RFP) issued	April 7, 2023
Request for Proposal Applications due	April 21, 2023, by 11:59pm ET
Funding decisions made	Week of April 28, 2023
Contracts executed and funds released	By May 1, 2023

****Early submission is highly recommended. We may not be able to respond to your requests for help or accommodation on the deadline date or after.**

First Phase: Letter of Intent Instructions

The Letter of Intent (LOI) consists of: (CHECKLIST)

- Attachment A** – Cover Sheets and narrative questions (capturing contact information, budget, and staffing data) (**Same used with LOI-- please resubmit**)

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- Organizational Budget** – for the current fiscal year
- IRS Determination letter**
- Audit or IRS form 990** if you are not audited- for the most recently completed fiscal year. If not yet available submit the most recent version of unaudited actuals for most recently completed year

APPLICATION GUIDELINES

To help us process your application, please follow these submission guidelines:

- Phase 1: LOI Deadline Date: **March 24, 2023**
- We encourage you to **submit your application with ample time before the deadline date** in case you need help with any of the guidelines below, or any issues that may arise.
- **Applications will not be accepted after the deadline regardless of issue.** We encourage everyone to submit with ample time before the deadline date for this reason.
- Submit the application by e-mail, attaching all required documents, no later than 11:59pm ET on the deadline date. **Attachments should be in PDF - submitted as ONE PDF Document.** Please ensure the document is unlocked/not password protected.
- Please title your attachment in the manner described in the instruction guidelines above
- Include the name of the applicant organization and the name and telephone number of the person sending the application e-mail in the body I so we can contact you if we have questions.
- **Send submission in one e-mail.** If the total size of the attached files is greater than 8MB or your submission e-mail bounces back to you, contact us at Ana@lgbtcenters.org with *ample time* to accommodate you before the deadline date.
- **Please save any copies of emails sent for submission or send an email with a receipt request to guarantee proof that your email arrives within the deadline.**
- Do not scan documents in color as this will increase file size. Do not attach Zip files. Do not attach jpeg, tiff, gif, or any other picture file formats.
- Be sure your materials are complete and accurate before submitting them. (**Use the checklist above**)
- Do not put the application content information in the body of your e-mail message; attach the application materials as requested above.
- Do not include any materials not requested, such as letters of support, MOUs, or photos, etc.
- **Printed applications will not be accepted.** If you need help submitting your application materials by e-mail, send an e-mail to Ana@lgbtcenters.org with the subject line: E-Mail Help.