

# Hennepin County Children's Mental Health Collaborative (CMHC)

## Scholarship/Support awarding criteria for 2019

January 8, 2019

### Overview of the CMHC:

The CMHC Mission Statement, approved by the CMHC Governance group in late 2016, is to improve access to and resources for high-quality, culturally and economically supportive mental health services for infants, children, youth and families within Hennepin County. Our collective vision is to ensure effective and accessible community-based mental health systems and supports for infants, children, youth and families with mental health needs. The CMHC does not provide any direct services to children or families but provides financial support to agencies that do. As one of our priority areas, the CMHC is committed to providing financial assistance to support training within the field.

### 2019 Criteria Within Three Distinct Priority Areas:

- 1. The CMHC provides, partial scholarships to attend publicly announced and credentialed children's mental health conferences or trainings, on a first come, first serve basis. These scholarships are available to folks who fall into one or more of the following categories:**
  - Employees, volunteers or interns who work at nonprofit or for-profit agencies provided that the applicant is involved in the delivery of mental health support, programs or services to Hennepin County children and families. The agency may be located anywhere in the Greater Metro area (does not need to be located in Hennepin County)
  - Parents, grandparents, and other individuals who are connected to or supportive of children's mental health programs and services located within Hennepin County and in service to Hennepin County residents.

### **Specifics:**

- From 60-90 scholarships will be available to be awarded up to \$15,000 total in the 12-month period from January 1- December 31<sup>st</sup>.
- Awards usually do not exceed \$500 maximum (for any one award) and are typically limited to supporting up to 55% of the total training costs.
- Award dollars cannot be utilized for travel or lodging unless specifically allowed for in the award.
- Award dollars cannot be utilized for food or compensating staff for wages lost due to attending the requested training.
- Scholarships may be requested to more than one training per period however, preference is given to applicants making their first request for the period.

Applications must be in writing and sent electronically to [curt@orgdev.org](mailto:curt@orgdev.org) at least 2 weeks prior to the training and must answer the questions listed below. The CMHC has the right to deny any request, to partially fund a request, or to ask for additional information in order to make an informed decision.

- a. Individual name
- b. Agency name
- c. Contact information: email, phone, mailing address

- d. Name of training opportunity
- e. Sponsoring organization/agency for the training
- f. Dates and times of training
- g. CEUs or CEHs to be awarded for the training
- h. Purpose or goals that the training cites in their materials. The proposed attendance at the conference must align with and/or support the mission and goals of the CMHC as well as the values of the CMHC:
  - Cultural competence
  - Family involvement
  - Accessibility
  - Care coordination
  - Effective services
- i. A copy of the literature or schedule of training
- j. Cost of training
- k. Request amount
- l. Include any other financial support you have received for the training. Examples include funds from an employer, service organization, and scholarship or reduced fee from the training opportunity. Include any requests that are pending for financial support. Any opportunity to document how other funds are leveraged to augment total training costs is always encouraged.

Once an application has been approved for a grant, and after the person(s) have completed the training, a written summary of gained knowledge from the conference attendance is required and is considered a pre-requisite for receiving the awarded funds. The written summary should also point out the benefits or value to children, youth and families who reside within Hennepin County. Payment will be made after the event is completed to ensure training is completed prior to payment.

- 2. The CMHC will make available up to \$1,000 each to be awarded for 10 community agencies who provide credentialed children’s mental /health related trainings or workshops (no more than one award per agency per year). The training offered must support or align with the CMHC mission and goals.**

Funds not awarded within the fiscal year of January 1 – December 31 will not be carried over to the next year’s budget.

While agencies who apply may be located anywhere in the Greater Metro area (outside of Hennepin County), they need to show proof that the attendees must be primarily living or working within Hennepin County.

Applications must be in writing and sent electronically to [curt@orgdev.org](mailto:curt@orgdev.org) at least 4 weeks prior to the training and must answer the questions listed below. The CMHC has the right to deny any request, to partially fund a request, or to ask for additional information in order to make an informed decision.

- a. Contact Name (Individual)
- b. Agency name

- c. Contact information: email, phone, mailing address
- d. Name of training opportunity
- e. Dates and times of training
- f. CEUs or CEHs awarded for the training
- g. Target Audiences
- h. Purpose or goals that the training cites in their materials. The proposed attendance at the conference must align with and/or support the mission and goals of the CMHC as well as the values of the CMHC:
  - Cultural competence
  - Family involvement
  - Accessibility
  - Care coordination
  - Effective services
- i. A copy of the literature or schedule of training
- j. Cost of training (budget)
- k. Request amount
- l. Include any other financial support you have received for the training. Examples include funds from an employer, service organization, and scholarship or reduced fee from the training opportunity. Include any requests that are pending for financial support. Any opportunity to document how other funds are leveraged to augment total training costs is always encouraged.

Once an application has been approved for a grant, and after the person(s) have completed the training, a written summary of gained knowledge from the conference attendance is required and is considered a pre-requisite for receiving the awarded funds. The written summary should also point out the benefits or value to children, youth and families who reside within Hennepin County. Payment will be made after the event is completed to ensure training is completed prior to payment.

**3. The CMHC will make available three \$1,000 sponsorships to be awarded for plays, speeches, or public events that have a clear mental health focus or education goals. (total \$3,000).**

Funds not awarded within the fiscal year of January 1 – December 31 will not be carried over to the next year’s budget.

While the entities who apply may be located anywhere in the Greater Metro area (outside of Hennepin County), they need to show proof that the attendees &/or participants must be primarily living or working within Hennepin County.

Applications must be in writing and sent electronically to [curt@orgdev.org](mailto:curt@orgdev.org) at least 4 weeks prior to the training event and must answer the questions listed below. The CMHC has the right to deny any request, to partially fund a request, or to ask for additional information in order to make an informed decision.

- a. Individual name
- b. Agency name
- c. Contact information: email, phone, mailing address

- d. Name of play or special event
- e. Dates and times of play or special event
- f. Target Audiences
- g. Purpose or goals that the training cites in their materials. The proposed attendance at the conference must align with and/or support the mission and goals of the CMHC as well as the values of the CMHC:
  - Cultural competence
  - Family involvement
  - Accessibility
  - Care coordination
  - Effective services.
- h. A copy of the marketing materials
- i. Cost of event (budget)
- j. Request amount
- k. Include any other financial support you have received for the training. Examples include funds from an employer, service organization, and scholarship or reduced fee from the training opportunity. Include any requests that are pending for financial support. Any opportunity to document how other funds are leveraged to augment total training costs is always encouraged.

Once an application has been approved for a grant, and after the person(s) have completed the training, a written summary of gained knowledge from the conference attendance is required and is considered a pre-requisite for receiving the awarded funds. The written summary should also point out the benefits or value to children, youth and families who reside within Hennepin County. Payment will be made after the event is completed to ensure training is completed prior to payment.

**Protocol for decision making:**

1. Request is sent to CMHC Lead Coordinator's email address at [curt@orgdev.org](mailto:curt@orgdev.org) and must identify in the email how it meets all stated guidelines (listed above).
2. CMHC Coordinator screens out any requests that clearly do not meet stated guidelines.
3. CMHC Coordinator sends request that passes initial screening to members of the CMHC Education committee. Voting members of the committee each have one vote and will make a recommendation for full funding, partial funding, or no funding. The CMHC Coordinator does not have a vote. Any real or perceived conflict of interest that exists with any voting member of the CMHC Education committee will require final approval of the CMHC Executive Committee.
4. For individual requests, the committee usually funds 50-55% of the total training cost.
5. CMHC Coordinator submits any final recommendations from the CMHC Education Committee to the CMHC Governance Chair for final approval or denial.
6. CMHC Coordinator will notify the applicant via email of the final decision, and of the requirement of a written summary of gained knowledge from the conference before reimbursement will be made.
7. Final payment will be made by NAMI of MN, the CMHC fiscal agent. Those receiving payment should expect up to 30 days before payment is made.