

Hennepin County Children's Mental Health Collaborative (CMHC) Scholarship, Training and Sponsorships Awarding Criteria for 2020

Updated May 28, 2020

Overview:

The CMHC mission is to provide a forum for a diverse and representative group of system stakeholders to influence the development and ongoing operation of an accessible and effective children's mental health service system within Hennepin County. The CMHC promotes innovative service development and continuous quality improvement in the children's mental health system by embracing the system of care principles and available research on children's mental health services. Our collective vision is to ensure that Hennepin County has a comprehensive, integrated and culturally responsive children's mental health service system that meets the mental health needs of Hennepin County children, youth and their families in the least restrictive and most appropriate setting.

While the CHMC does not provide any direct services to children or families, it is committed to providing financial assistance to support training within the field. A total of \$18,000 is available in 2020 for scholarships, training and sponsorships. Resources are available on a first come, first served basis throughout the year. Funds not awarded within the fiscal year of January 1 – December 31 will not be carried over to the next year's budget.

Three types of scholarships, training or learning will be prioritized in 2020:

1. Scholarships to attend publicly announced children's mental health conferences or trainings.
2. Training grants (up to \$1,000 each) for up to 10 community agencies that provide children's mental health related trainings or workshops.
3. Sponsorships (up to \$1,000 each) will be available for up to three agencies, individuals (adult or youth), or providers to create or host plays, speeches, or public events that have clear children's mental health focus or education goals.

Scholarships are available to individuals who fall into one or more of the following categories:

- **Partial Scholarships (up to 55% of training cost).** Employees, individuals, 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).
- **Full or Partial Scholarships (full cost up to \$200 or partial cost up to 55% if more than \$200).** Parents, youth, grandparents, and other individuals who are participating in, or in need of, children's mental health services and programs located within Hennepin County and in service to Hennepin County residents.

All scholarships, training and learning supports must align with the CMHC mission and goals of implementing a system of care in Hennepin County. Hennepin County CMHC encourages individuals and agencies to pursue learning opportunities that align with its System of Care Principles:

- The children's mental health service continuum includes a *comprehensive and integrated* array of services and supports.
- Services are *individualized* to meet the unique and specific needs of the child, youth and family.
- Services are provided in the *least restrictive* and *most appropriate* setting.
- Services are *coordinated* at the system and individual service levels.
- *Youth and family are at the center* of all planning, at both an individual service level and a larger system level.
- *Prevention and early intervention* strategies are necessary in the overall continuum of services.
- Utilize a *health equity lens and cultural humility perspective* to address disparities and ensure access to culturally and linguistic competent services.
- Decisions are *driven by data and research on best practice*.

Please contact etonde@lacroixdalluhnconsulting.com or laura@lacroixdalluhnconsulting.com with any questions as you complete your application.

Process and Protocol for Decision Making:

1. Request is sent electronically to CMHC Co-Coordinator via email, etonde@lacroixdalluhnconsulting.com or laura@lacroixdalluhnconsulting.com, and must identify in the email how it meets all stated application details.
2. CMHC Co-Coordinator screens out any requests that clearly do not meet stated guidelines and notify applicant.
3. CMHC Co-Coordinator sends request that passes initial screening to members of the CMHC Scholarship Committee. Voting members of the committee each have one vote and will make a recommendation to grant request fully, partially, or not at all. The CMHC Co-Coordinator does not vote. Any real or perceived conflict of interest that exists with any voting member of the CMHC Scholarship Committee will be shared with the Coordinators, and that member will not be a part of the applicant review process.
4. CMHC Co-Coordinator submits final recommendations from the CMHC Scholarship Committee to the CMHC Executive Committee for final approval or denial.
5. CMHC Co-Coordinator will notify the applicant via email of the final decision, and of the requirement of a written summary of gained knowledge from the learning experience before reimbursement will be made.
6. Final payment will be made by NAMI-MN, the CMHC fiscal agent. Those receiving payment should expect up to 30 days before payment is made.

2020 Application Criteria:

1. **The CMHC provides, full and partial scholarships to attend publicly announced and children's mental health conferences or trainings.**

Scholarship Specifics:

- An estimated 60-90 scholarships will be available to be awarded up to \$18,000 total in the 12-month period from January 1st–December 31st.
- 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.
- Though scholarships may be requested more than once per period, preference is given to applicants making their first request for the period.

Application Details:

Applications must be in writing and sent electronically to etonde@lacroixdalluhnconsulting.com or laura@lacroixdalluhnconsulting.com **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 guiding principles of the CMHC:
 - The children's mental health service continuum includes a *comprehensive and integrated* array of services and supports.

- Services are *individualized* to meet the unique and specific needs of the child, youth and family.
 - Services are provided in the *least restrictive* and most appropriate setting.
 - Services are *coordinated* at the system and individual service levels.
 - *Youth and family are at the center* of all planning, at both an individual service level and a larger system level.
 - *Prevention and early intervention* strategies are necessary in the overall continuum of services.
 - Utilize a *health equity lens and cultural humility perspective* to address disparities and ensure access to culturally and linguistic competent services.
 - Decisions are *driven by data and research on best practice*.
- 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.

Reporting:

Once an application has been approved for a grant, and after the person(s) have completed the training, a written summary (no more than two pages) of gained knowledge from the conference attendance is required. The written summary is considered a pre-requisite for receiving the awarded funds. The written summary should describe how this gained knowledge benefits children, youth and families who reside within Hennepin County or describe how the gained knowledge will be implemented in practice. Payment will be made after the event is completed to ensure training is completed prior to payment.

2. Training grants (up to \$1,000 each) for up to 10 community agencies who provide children’s mental health related trainings or workshops.

Training Grant Specifics:

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.

Application Details:

Applications must be in writing and sent electronically to etonde@lacroixdalluhnconsulting.com or laura@lacroixdalluhnconsulting.com 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 guiding principles of the CMHC:
 - The children’s mental health service continuum includes a *comprehensive and integrated* array of services and supports.
 - Services are *individualized* to meet the unique and specific needs of the child, youth and family.
 - Services are provided in the *least restrictive* and most appropriate setting.
 - Services are *coordinated* at the system and individual service levels.

Please contact etonde@lacroixdalluhnconsulting.com or laura@lacroixdalluhnconsulting.com with any questions as you complete your application.

- *Youth and family are at the center* of all planning, at both an individual service level and a larger system level.
 - *Prevention and early intervention* strategies are necessary in the overall continuum of services.
 - Utilize a *health equity lens and cultural humility perspective* to address disparities and ensure access to culturally and linguistic competent services.
 - Decisions are *driven by data and research on best practice*.
- 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.

Reporting:

Once an application has been approved for a grant, and after the community agency has completed the training, a written summary (no more than two pages) of gained knowledge from those participating in the conference is required. The written summary is considered a pre-requisite for receiving the awarded funds. The written summary should describe how this gained knowledge benefits children, youth and families who reside within Hennepin County or describe how the gained knowledge will be implemented in practice. Payment will be made after the event is completed to ensure training is completed prior to payment.

3. Sponsorships (up to \$1,000 each) will be available for up to three agencies, individuals (adult or youth), or providers to create or host plays, speeches, or public events that have a clear children’s mental health focus or education goals

Sponsorship Specifics:

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.

Application Details:

Applications must be in writing and sent electronically to etonde@lacroixdalluhnconsulting.com or laura@lacroixdalluhnconsulting.com 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 event cites in their materials. The proposed event must align with and/or support the mission and goals of the CMHC as well as the guiding principles of the CMHC:
 - The children’s mental health service continuum includes a *comprehensive and integrated* array of services and supports.
 - Services are *individualized* to meet the unique and specific needs of the child, youth and family.
 - Services are provided in the *least restrictive* and most appropriate setting.
 - Services are *coordinated* at the system and individual service levels.
 - *Youth and family are at the center* of all planning, at both an individual service level and a larger system level.

- *Prevention and early intervention* strategies are necessary in the overall continuum of services.
 - Utilize a *health equity lens and cultural humility perspective* to address disparities and ensure access to culturally and linguistic competent services.
 - Decisions are *driven by data and research on best practice*.
- 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.

Reporting:

Once an application has been approved for a grant, and after the event has been completed, a written summary (no more than two pages) of gained knowledge from those in 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.