

***Request for Applications  
Community Innovations Funding***

***Purpose***

The purpose of Community Innovation Funding is to support the influence of innovative programs offered by Peer Run programs throughout the Commonwealth of Virginia.

Community Innovation Funding will also increase the ability of Virginia Peer Run programs to overcome financial hurdles that hinder the development and implementation of innovative approaches that support people through the process of Recovery from mental illness or addiction

Funds are to be used to support innovative programs that will support the development of Peer Specialists, to promote increased awareness of recovery possibilities for people who have experienced mental illness, addiction, or a combination of both, or to contribute to Mental Health Service delivery systems becoming Recovery focused.

***Background***

Peer Run programs often serve as a point of entry for people who might not otherwise seek assistance with recovering from a behavioral health challenge such as mental illness or addiction. These types of programs can be the source for innovative approaches to supporting people through their mental illness or addiction recovery. Peer Run programs create opportunities for community integration, successful employment, and peer to peer support.

***Awards available***

Programs may request from \$500.00 to \$5,000.00 in one-time awards. A total of \$50,000.00 is available to be dispersed to qualifying organizations. Programs may receive only one award. One program will not be eligible for multiple awards. Recipients may receive Community Innovation Funds a maximum of once per every two years. Special consideration will be given to organizations who have not previously received grants from/through DBHDS

***Qualifying Organizations***

Qualifying Organizations must be Peer Run or Peer Led. A Peer Run, Peer Led programs for the purpose of this RFP are defined as a programs whose top leadership are people with lived experience and who are transparent in their own recovery experiences. All organizations must have at least 51% of their boards and 51% of staff/volunteers as self-identified people in recovery from MHSA or co-occurring events.

Organizations and their proposed project must at a minimum promote increased awareness of recovery possibilities for people who have experienced mental illness, addiction, or a combination of both and contribute to Mental Health Service delivery systems becoming Recovery focused.

The Constitution of Virginia prohibits state appropriations to a religious agency or a private institution of higher education.

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A Program must be a nonprofit agency exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

A Program must be located and operated in Virginia.

The request should be for the requesting agency directly. A pass-through from the requesting agency to another agency not owned or controlled by the requesting agency will not be approved.

**Proposal Requirements**

Applicants must answer the following questions in writing:

1. What is the amount of funds requested (see budget requirements below)
2. What is the innovative project you want one-time funding for? Will this project continue after the one time funding is exhausted? If yes how will it be funded?
3. How does that project meet the stated purpose of this Request for Proposal?
4. What is your organization’s mission and purpose? Describe how these funds will assist the organization to increase their capacity and/or sustain their mission and purpose.
5. Include a Statement demonstrating organizational leadership, experience and capacity to complete projects and sustain itself beyond the receipt of these funds.
6. Strategies the organization will use to avoid the need for similar assistance in the future.

**Budget**

Applicants should outline a detailed budget of what the funds will purchase (staffing, goods, services). Include a projected time-line of when the funds will be used. All funds received must be spent by June 30, 2016. Funds will be dispersed within 7 to 14 days of award notification. Requests will be received/reviewed on an ongoing basis until all funds have been awarded or until June 1, 2015 whichever occurs first.

Suggested budget format:

Item	Amount	Projected Date Spent by	Narrative
TOTAL AMOUNT REQUESTED			
Match (funds/in-kind)			
Item	Amount or value		Narrative
TOTAL MATCH AMOUNT			

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***Proposal Format***

Proposals should have a cover sheet that includes the Organization's Name, Address, Contact information of Organization and person responsible for operations and fiscal management. Along with the title: ***"FY 15 Community Innovations Request for Funding"***

A W-9 form should also be attached to the proposal.

Proposals should be not more than 4 pages, excluding both the cover page, W-9 form and the Budget Detail.

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Proposals submitted by electronic mail must be in either Microsoft Word or PDF format and include the name, title and phone number of the Organization's primary contact for this project. Any attachments or appendices should be sent electronically with the proposal document; if attachments are not currently in Word, Excel or PDF documents, they should be scanned into PDF and emailed along with the proposal. Documents submitted must be named and saved to include the Organization's name and the type of document it is; for example: "[Name of Organization] FY15 Community Innovations RFP – Application.doc/x.

For ease of review, narrative sections should be written in 11-point Calibri or Times New Roman font with one-inch margins

Proposals may be faxed, (804 371-6638) mailed or emailed (preferred)

Community Innovations Funding  
Attention Becky Sterling  
Department of Behavioral Health and Developmental Services  
1220 Bank Street  
PO Box 1797  
Richmond VA 2318-1797

***Selection Criteria***

- Clarity of the application, including budget and budget narrative.
- Clear demonstration of need for the funding.
- A realistic plan of development and implementation for the proposed services, including clear goals, objectives, a reasonable timetable with implementation targets, and outcome measurements.
- A clear description of how the funding will assist the organization will continue to thrive over the next 3 to 5 years.

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- Preference will be given to organizations that have not received any prior State Funding, but all are encouraged to apply.

***Reporting Requirements***

**Progress Reports showing actions taken, success achieved and monies spent will be submitted to the Office of Recovery Services on the last day of each month until the funds have been used in their entirety. All funds must be used by June 30, 2015 Applicant must attach a signature page indicating their awareness and willingness to comply with this requirement.**