



Department of Behavioral Health Developmental Services  
Office of Recovery Services

***Request for Application  
Community Innovation Grant Funding***

***Purpose***

The purpose of Community Innovation Grant funding is to support the influence of innovative programs offered by Behavioral Health Peer Run Programs throughout the Commonwealth of Virginia.

Community Innovation Grant funds may be used to increase the ability of Virginia Peer Run Programs to overcome financial hurdles that hinder the development and implementation of innovative non-clinical approaches that support people through the process of recovery from mental illness or substance use disorders.

Funds may be used to assist innovative programs that support the professional development of Peer Recovery Specialists. Peer Recovery Specialists increase awareness of recovery possibilities for people who have experienced mental illness, substance use disorder, or a combination of both. \*

Funds may be used toward projects that contribute to Virginia's Behavioral Health delivery systems becoming or enhancing their recovery focus.

*\*Requests for funding to be spent towards the training/education component of Peer Recovery Specialist Certification will not be considered under the Community Innovations Program.*

***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 substance use disorder. These types of programs can be the source for innovative approaches to supporting people through their mental illness or substance use disorder 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. 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 Program for the purpose of this Grant is defined as a program that is fully consumer controlled. Consumers must have a majority (at least 51%) control of the governing board and have full authority for program administration and operation; including making policy, fiscal/budget, personnel and programming decisions. A Peer Run

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program's top leadership is people with lived experience and transparency in their own recovery from mental health, substance use disorders, or co-occurring disorders. A consumer is defined as someone who is or has been a recipient of treatment or intervention related to serious mental illness or substance use disorder. Services offered at a PRC may be non-clinical services delivered by a consumer. All Services offered on site must abide by all applicable regulations and licensure requirements pertinent to both the service offered and the practitioner offering the services."

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

A Program must be a nonprofit agency exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or must be registered with eVA as a SWAM. Documented evidence or confirmation letters from IRS or eVA must accompany application.

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 specifically and minimally answer the following questions in writing:

1. 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? OR
2. What is the unexpected financial hurdle you want one-time funding for? How will you avoid facing similar hurdles in the future?
3. How does that project meet the stated purpose of this Request for Proposal? What makes this project or organization innovative?
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. What are the strategies the organization will use to avoid the need for similar assistance in the future?
7. What is the amount of funds requested (see budget requirements below)
8. Signed affirmation of capacity to conform with the reporting requirements on page 4

***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, 2018. Funds will be dispersed within 7 to 14 days of award notification. Requests will be received and reviewed on an ongoing basis until all funds have been awarded.

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Requested Budget Format:

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

**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. Date of submission should be on the cover sheet.

***“Community Innovations Request for Funding”***

***Name of Organization***

***DATE***

***Responsible Contact***

***Name***

***Address***

***Phone***

***Email***

A W-9 form must be attached to the proposal.

Proposals should be not more than 6 to 8 pages, excluding the cover page, the reporting requirements affirmation page, the W-9 form and the Budget Detail.

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: *“Community Innovations Grant Application FY18 [Name of Organization] Name of document.doc/x.*

Narrative sections should be written in 11-point Calibri or Times New Roman font with one-inch margins.

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

Community Innovations Funding  
Attention: Office of Recovery Services  
Department of Behavioral Health and Developmental Services  
1220 Bank Street  
PO Box 1797  
Richmond VA 2318-1797  
[A.Anderson@DBHDS.Virginia.gov](mailto:A.Anderson@DBHDS.Virginia.gov)

***Selection Criteria***

- Clarity of the application, including budget and budget narrative.
- Clear demonstration of need for the funding.
- Credible descriptions of what makes this project/program/organization innovative
- 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.
- 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, 2018. Applicant must attach a signature page indicating their awareness and willingness to comply with this requirement.**