

## **Mental Health America of Franklin County Technical Assistance Application Information**

Mental Health America of Franklin County (MHAFC) administers the technical assistance funds allocated by the Ohio Department of Mental Health (ODMH). The goal of these funds is to assist individuals and groups to develop the leadership and advocacy skills needed to effectively participate in the planning and development of mental health policies and services. We provide Technical Assistance (TA) grants to consumers and family members, both individuals and groups/organizations. Technical Assistance funds are awarded to consumer and family groups for the purpose of group development, education and skill building. To access these funds, potential recipients must complete an application process and meet the enclosed criteria. Applications are available from MHAFC, ODMH, and online at [www.mhafc.org](http://www.mhafc.org). Priority areas for funding include, but are not limited to, the following topic areas:

- Developing and maintaining Consumer-Operated Services
- Consumer/Family relationship building
- Connecting with statewide mental health organizations
- Developing local networks
- Establishing effective communication patterns (Newsletters, Media Watch, Advocating, Information Sharing, etc.)
- Procedures on accessing entitlements
- Moving on and beyond with Your CSP/Advocacy/Self-Help/Support Group
- Accessing local grant monies (Public and Private/Resource Development)
- Leadership Development
- Developing a Recovery/Peer-Support Model
- Including cultural diversity in group and program development
- Utilizing consumers in service evaluation and monitoring
- Developing Consumer-Operated Services, Drop-in Centers, Social Clubs and Self-Help Groups
- Technical Assistance to Universities on curriculum development and design to meet today's mental health systems challenges
- Mental health education and skills development

### **CRITERIA FOR TECHNICAL ASSISTANCE PROPOSALS**

1. Mental Health America of Franklin County (MHAFC) must have adequate funds available in its budget to cover all costs associated with approval of the Technical Assistance (TA) request. This includes funds for emergencies that may arise in association with the awarded activity.
2. The activity must be relevant to the overall purpose of the TA fund.
3. The cost of the activity must be reasonable for the experience, knowledge, skill or product to be gained.
4. Consideration will be given as to whether there is a more appropriate activity that might better provide the knowledge or experience the applicant or MHAFC will derive from the activity.
5. The Technical Assistance Proposal Application must be received in the MHAFC office at least ten (10) working days prior to commencement of the activity/event.
6. The applicant must indicate efforts to obtain funding from other sources prior to making application to MHAFC.
7. Applicants must have submitted a **Technical Assistance Activity Summary** for any previous MHAFC/ODMH awarded technical assistance activities.

The MHAFC may disapprove technical assistance awards to any individual(s) or group(s) whose application fails to meet one or more of the expressed criteria.

## TECHNICAL ASSISTANCE APPLICATION PROCESS

A Technical Assistance Proposal Application must be completed and submitted to the MHAFC office. Applications will be reviewed with a focus on the following key components of the proposed activity:

- Content: What is it the activity and what/why is there a need for it?
- Staffing: Are the right people available to carry out the activity?
- Budget: Is it realistic for the activity?

### Approval

If the Proposal Application is approved, technical assistance funds will be awarded based upon the plan submitted. MHAFC may also negotiate funding of portions of the submitted plan or the development and implementation of a mutually agreed upon alternative plan.

### Evaluation

The applicant is responsible for ensuring that an evaluation of the activity is conducted. This can be accomplished through participants being asked to complete an evaluation form, or by some other method identified by the applicant or consultants/trainers/speakers conducting the activity.

An evaluation report of the activity **must** be submitted to the MHAFC office **within three (3) weeks** following the activity. The report should provide the following information:

- number of participants
- copy of participant sign-in sheets
- names, addresses, telephone numbers of speakers/consultants, etc.
- summary of participant evaluations
- the applicant's overall assessment of the activity
- a copy of the event brochure/flyer (if applicable)

When funds are being requested for a contractual activity (the applicant is contracting with a consultant or organization to provide/perform a particular service, i.e., develop a bookkeeping system, assist with tax exempt application process, develop a brochure, etc.) a report of the work completed by the contractor should be submitted to the MHAFC office.

### Funding

The maximum reimbursable payment for consultant services is limited to \$300 per day (usually not more than two days) inclusive of honorarium and expenses. Any additional expenses must be paid for by the applicant group.

### Follow-up

Each applicant must complete a Technical Assistance Activity Summary and return it to the MHAFC office **within three (3) weeks** following the event.

If you have any questions regarding this application process, please call the MHAFC office at 614-221-1441.



I agree to complete the attached TA Benefit Report and return it to the MHAFC within 3 weeks following the event.

Yes

No

**Previous Technical Assistance from MHAFC or ODMH**

| Title | Location | Date | Amount |
|-------|----------|------|--------|
|       |          |      |        |
|       |          |      |        |
|       |          |      |        |

**Technical Assistance Proposal**

WHAT IS YOUR GOAL? (What do you want to do?)

IDENTIFY THE PROBLEM/NEED. (Why is this activity needed?)

WHAT ARE YOUR ACTION OBJECTIVES? (How will you accomplish the activity?)

PREVIOUS TECHNICAL ASSISTANCE RECEIVED? (Have you ever received any TA funds before?)

**Technical Assistance Proposal (continued)**

PREVIOUS CONSULTANTS? (Who has given you help in the past?)

POTENTIAL CONSULTANTS FOR THIS ACTIVITY? (Who would you like to help you complete this goal and why have you selected them?)

TARGET DATE(S) (What date(s) do you want the activity to occur?)

PROPOSED LOCATION (Where do you plan to hold the activity?)

OTHER SIGNIFICANT ISSUES (Is there anything else you think we should know related to your request?)



