

Pacific County Millage Mini Grants (RFA)

Mission Statement

To develop services and resources for individuals with developmental disabilities and their families and to support and promote the mental health of residents in Pacific County.

1. What is a Request for Application (RFA), and what is the purpose of this RFA?

A request for application is an opportunity to submit applications for consideration of funding. The purpose of this RFA is to solicit applications from qualified agencies or individuals in order to provide community services for persons with developmental disabilities or to provide mental health support services (RCW 71.20.110)

2. What types of applications will be considered for funding?

Within the legal constraints governing the use of public funds, millage funds are used to benefit people with developmental disabilities, individuals with mental health needs, and their respective families. We have funded a variety of applications in the past. Some examples of the types of projects that have been funded in the past include:

- Mental health treatment in the jail
- Social recreational opportunities for individuals with developmental disabilities
- Mental health first aid
- Technical assistance to support DD or MH program development
- Assistive technology for special education students
- Job development programs for DD and mental health clients
- Girls Circle/Boys Council support groups
- Peer Helpers Program
- Suicide prevention/education programs
- School counselling programs

3. Who is eligible to apply?

Entities eligible to apply include, but are not limited to:

- Religious institutions
- School districts
- Public agencies
- Nonprofit/501c3 organizations
- For profit business
- Any other entity eligible and licensed to do business in the State of Washington who can meet Pacific County liability insurance requirements.

4. What is the timeline for providing services awarded under the millage mini grant application?

All projects must occur between January 1, 2017 and December 31, 2017.

5. What are the insurance requirements?

A certificate of insurance is required that shows coverage for the proposed services. The certificate shall name Pacific County as an additional insured for activities and include a cancellation notice, which provides a thirty (30) day notice to the County if the policy is cancelled or altered.

Comprehensive general liability insurance coverage with a minimum combined single limit per occurrence of \$1,000,000 and a minimum of \$2,000,000 per aggregate is required. If the contractor is unable to meet the insurance minimums set forth, the contractor shall contact the County Risk Manager to discuss the insurance options.

6. When will funding decisions be announced?

Applicants will be notified on or before December 31, 2016.

7. What is the typical amount of a millage mini grant?

Typically, mini grant awards range from around \$500 up to approximately \$5,000 per year.

8. When are applications due and how are they submitted?

Applications are due via email to Katie Lindstrom at koien@co.pacific.wa.us no later than 5:00pm, Friday, October 28, 2016. Applications must be complete and include all required attachments as outlined in the application checklist.

Application Checklist

Your application should provide simple, concise information and include each of the following elements:

- Applicant information sheet
- Project summary form
- Project Budget
- Project Narrative
- Letters of support from any agencies with whom you intend to collaborate

APPLICANT INFORMATION SHEET

Agency applying for funding: _____

TAX ID Number: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Name and Qualifications of person who will provide the services:

Name and Qualifications of the person who will be administering the funding:

Project Summary Form

Project Title	
Agency	
Project Summary (Limit responses to space provided)	
Amount Requested	

Narrative (limit to no more than 3 pages total)

- 1. Purpose and Project Description.** In detail, describe your proposed project from planning stages, implementation, to evaluation. Mention any other agencies or volunteer groups who will be partnering or supporting your effort.
- 2. Needs Statement:** Describe why your project is needed and show how it supports people with developmental disabilities or promotes mental health in Pacific County.
- 3. Project Timeline & Organization:** Please provide an outline and schedule for implementing and organizing this project.
- 4. Project Target:** Who is the project's intended targeted audience? How many people will be involved in the project?
- 5. Goals & Objectives:** What are the goals and expected outcomes of the project and how will they be measured?
- 6.** You will be expected to give an oral presentation or written account of your project. Who will take responsibility for reporting back to the network?

BUDGET

Item Description & Justification	Quantity	Rate	Cost

Total Amount Requested: _____

*If we can't provide the full funding, what is the minimum dollar amount you would need from us in order to still run your project//program? _____

*We will assume that if we can't fund at least your minimum request, you are not interested in a grant.
Stating a minimum amount will not hurt your chances of receiving full funding. In fact, it will improve your chances of receiving at least some funding. If we receive a large number of grant requests, we may decide to partially fund as many projects as we can instead of fully funding just a few. Thanks for your understanding. It is a good idea to keep a copy of your whole application. Good luck to you.