



YOUTH MENTAL HEALTH TRAINING GRANT APPLICATION

Proposals are due by 5pm MST on DECEMBER 1, 2016. Please e-mail proposals to grants@bcidahofoundation.org.

INSTRUCTIONS:

Use the guidelines below to prepare your proposal. Please use subheadings (i.e., Statement of Need, Training Description, Evaluation, Sustainability) to organize your proposal. Any citations, letters of support, or appendices should be included on separate pages at the end of the proposal.

SECTION 1: Cover Sheet and Executive Summary (not to exceed one page)

This cover sheet should include:

- Title
- Organization
- Location (i.e., city, region)
- One paragraph summary of the **goal** of the training, the **target audience**, a **brief training description**, and the **total budget** amount requested.

SECTION 2: Narrative (not to exceed three pages, with the bulk being the Training Description)

A. Statement of Need

Provide background information pertaining to the training and why it is important. Questions to address in this section include:

- What is the situation or problem the training will address?
- Is there documented proof or data available to support the need for the training? (Please include citations for data.)
- What will the training provide that is currently lacking?

B. Training Description

Provide detailed information pertaining to the proposed training. Areas to address in this section include:

- 1. Goals and Objectives:** Clearly state the goals and objectives and tie them directly to the training need and rationale. State, if possible, how these goals represent best practices in addressing youth behavioral health.
- 2. Training Activities:** Describe in detail the activities involved with the training, and explain how the activities will directly support the goals and objectives. Also, provide a brief summary of when and where the trainings will take place (see Section 3 for more on activities.)
- 3. Audience:** Provide a detailed description of the target audience (i.e., who is training audience, how many people will attend). Detail any information already gathered about the level of interest among the target audience.
- 4. Partners:** Describe all key partners and stakeholders who will support the training. If applicable, include letters of support as appendices.
- 5. Impact:** Describe the short and long term impact of the training on the target audience.

C. Evaluation

If applicable, describe in detail how and when you will measure the success of the training. Questions to address in this section include:

- How will you determine whether and to what extent your training accomplished its objectives and completed training activities?
- How will you determine if the training achieved the desired outcomes?
- When will you measure the success of the training?
- What methods will you use (i.e., surveys, questionnaires, observations, physiological measurements, etc) to collect data?



D. Sustainability

If possible, provide information related to the sustainability of the training. Sustainability refers to the long term financing of the training after the initial grant period has concluded.

SECTION 3: Timeline of Project Activities (separate page)

Use the attached Timeline of Activities template to further specify the timeline for your training.

SECTION 4: Budget (separate page)

Use the attached Budget template to provide a detailed line-item budget for the proposed training, including as many specific and accurate costs as possible.

Notes:

- The max grant amount is \$20,000.
- Matching funds are encouraged. Matches can include in-kind support. Matches could include, but are not limited to, staffing, promotional advertisement, supplies, etc.
- Grant funding will not support endowment or capitol costs, research on drug therapies or devices, or lobbying.
- If grant funding is requested for direct support of staff, please include a brief paragraph following the budget (may be included on a separate page if needed) that describes how the staff position(s) are either sustainable or time-specific.



TIMELINE OF ACTIVITIES

INSTRUCTIONS:

Please use the chart below to detail the timeline for your training. For each activity, list the start and end dates (estimated if necessary) as well as any outcomes of that activity and/or how you will measure the success of that activity.

ACTIVITY	START DATE	END DATE	OUTCOME/MEASURE OF SUCCESS



BUDGET

INSTRUCTIONS:

Use the budget template below to prepare the budget for your proposal.

Matching funds through in-kind support or donation are encouraged. Funding will not support ongoing operating expenses, endowment or capitol costs, research on drug therapies or devices, or lobbying. Funding for direct support of staff must be justified with a description of how it is either sustainable or time-specific.

In the **Blue Cross Foundation Support** column please list the monetary amounts you are requesting through the Youth Mental Health Training Grant. In the **In-Kind or Donated Support** column please list the funds that your organization is providing for the project or other funds you have dedicated to the project. The **Total** column should represent the sum of the **Blue Cross Foundation Support** and **In-Kind/Donated Support**. In the **Justification** column please briefly describe the expenses for each line item (e.g., cost per unit).

DEFINITIONS:

Personnel: Salary and fringe costs.

Operating Expenses: Expenses related to implementing the proposed training. Use the subheadings (supplies, educational materials, equipment, printing and copying, marketing and advertising) to detail the operating expenses. Please use the justification column to provide information related to the costs. For example, "copy costs for 10,000 fliers = \$1,000."

Travel: Expenses related to travel for the proposed training. Please provide details related to the cost of travel in the justification column.

BUDGET CATEGORY	BCIF SUPPORT	IN-KIND OR DONATED SUPPORT	TOTAL	JUSTIFICATION
Personnel				
Operating Expenses				
Supplies				
Educational Materials				
Equipment				
Printing & Copying				
Marketing, Advertising, Media				
Other (please clarify)				
Travel				
TOTAL				