



Community Wellness Mini-Grant Application Face Sheet

Organization Information

Organization Legal Name: _____ EIN: _____

Application Contact: _____ Executive Director: _____

Address: _____
Street Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Phone: _____ Email: _____

Organization Mission:

Project Information

Project Name: _____ Request Amount: \$_____

Project Start Date: _____ Project End Date: _____

Submission Requirements

- Project Narrative, addressing the following: project need; project description (goals, action plan, timeline, outcomes); alignment with Search Institute Developmental Asset framework(s); youth involvement in planning (if applicable), number of youths impacted, and sustainability.

Please note, the Project Narrative should be no longer than 3 pages single-spaced, 12-point font, with standard margins. The budget, budget narrative and attachment are not included in the page limit.

- Budget and Budget Narrative, detailing expenses associated with proposed project.
- Grantee Assurances, signed by authorized representative/official.
- IRS Determination Letter (if your organization is not a 501(c)3 organization, include an explanation as to what category your organization fits, i.e., government entity, tax-exempt private organization, grassroots organization).

**Stark County Mental Health & Addiction Recovery
Request for Proposals (RFP)
Community Wellness Mini-Grants**

Funding Opportunity

Stark County Mental Health & Addiction Recovery (StarkMHAR) is offering a funding opportunity for the development of new and continuation of current youth programs that address social factors such as education, poverty, and lack of family supports that undermine physical and mental wellness.

Background and Intent

The goal of this RFP is to seek grantees to develop and/or continue, programs that promote resiliency and offer youth positive socio-emotional and/or educational experiences. According to Search Institute research, “Out-of-School Time” (OST) programs focused on activities such as, mentoring, athletics, the arts, academic support, and life skills positively impact youth development. Funded program activities will align with the one or more of the 40 Developmental Assets identified by Search Institute in the Developmental Assets Framework for Adolescents, Middle Childhood, Children Grades K-3 and/or Early Childhood.

Eligible Applicants

Eligible applicants include Stark County based 501(c)3 non-profit organizations. Please note that previous applicants are not eligible to receive the award for two consecutive years. Programming needs to have the ability to be implemented during ongoing COVID restrictions if necessary.

Funding Timeframe

Applicants may apply for up to **\$2,500** for this one time, 6-month funding opportunity beginning **May 1 and ending November 30**.

Permissible Use of Funds

Funds may be expended on staff time, facilities, supplies, consultants, and other expenses related to planning and implementing the program.

Questions, Technical Assistance and Updates

All questions must be submitted electronically to Carrie.Long@StarkMHAR.org no later than March 20 at 5:00 p.m. No questions will be answered after the deadline.

Proposal Submission

Proposal Due Date: **April 5, 2026, by 5:00 p.m.** Proposals must be received by this time to be considered. Risk of delay or failure of delivery rests with the applicant.

Submissions for this proposal will **only** be accepted via email at Proposals@StarkMHAR.org. All documents should be compiled into one PDF file. No faxed, mailed or hand carried proposals will be accepted.

Conditions of Award and Assurances

The applicant must accept all conditions of award and assurances to be eligible. **A signed copy of the Grantee Assurances must be included in the application submission.**

StarkMHAR Grantee Assurances

The undersigned grantee _____ makes the following representations and agrees to the following conditions in accepting funds from Stark County Mental Health & Addiction Recovery (StarkMHAR) through the Community Wellness Mini-Grants program.

1. Grantee will utilize the funds solely for the purpose of the project as outlined in the grant application.
 - a. Funds will not be used for equipment/furniture, or any purpose not specified in the budget documents.
 - b. Funds cannot be used for any travel purposes.
 - c. Funds will not be used to issue or offer any other direct financial assistance to other organizations or individuals.
2. Grantee possesses the legal authority to apply for the grant and a motion resolution, or similar action has been adopted by Grantee and certified or executed by a duly authorized officer or representative of Grantee, authorizing the filing of the application for the funds, including all understandings and assurances contained therein, and directing and authorizing the person identified below as the official representative of the Grantee to act in connection with the Application and to provide such additional information as may be required.
3. Grantee will comply with all applicable federal, state, and local laws prohibiting unlawful discrimination based on race, ethnicity, age, color, religion, sex, national origin, sexual orientation, or disability.
4. Grantee will acknowledge the source of the funds on all written materials generated from the Project, and in all advertising and media releases using the following language:
“The Project was funded in partnership with the Stark County Mental Health & Addiction Recovery and funded through the StarkMHAR Charitable Fund at Stark Community Foundation.”
The StarkMHAR logo will be provided to grantees upon request and may not be altered.
5. Grantee will complete all activities and related expenses by November 30 of the awarded year.
 - a. Grantee will calculate fund expenditures and report any anticipated unspent funds to StarkMHAR by November 30.
 - b. If the Grantee does not expend the entire portion of the awarded funds, they will be returned to StarkMHAR by December 15.
 - c. Grantee will provide a general ledger showing funds were extinguished, a narrative sharing any stories and outcomes, as well as photos from the project by December 15.
6. Grantee will not make any budget changes without the prior approval of StarkMHAR. If grant funds are used other than set forth in the application, without written approval, the applicant will repay the full amount of the grant.
7. Grantee understands that failure to meet the parameters of 5 and 6 above will impact the grantee's ability to receive funding from StarkMHAR for future projects.
8. Each party agrees to accept and be responsible for its own acts or omissions, as well as the authorized acts or omissions of its employees, directors, officers, subcontractors, agents, or other members of its workforce, in complying with the terms of this Agreement. Nothing in this Agreement shall be interpreted to place responsibility for any professional acts or omissions onto the other party. All losses, costs, or damages which may occur or be claimed with respect to any person or persons, corporation, property, or chattels resulting from activities of either party pursuant to this Agreement shall be the responsibility of the respective parties as such liabilities may be determined by a court of law or pursuant to any other appropriate procedures. Such obligations shall survive the expiration or termination of this Agreement.
9. Grantee agrees to provide StarkMHAR with an accurate accounting of grant expenditures for this grant accompanied by receipts upon request.

Application Contact/Program Coordinator Name _____ Date _____

Fiscal Agent _____ Date _____

CEO/Executive Director _____ Date _____

Budget Narrative

Direct Costs

- a. **Personnel Salaries and Wages** (insert total funds needed for project).
Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.
- b. **Fringe Benefits** (insert total funds needed for project).
Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.
- c. **Supplies** (insert total funds needed for project).
Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.
- d. **Contractual** (insert total funds needed for project).
The cost of consultants and other independent contractors, temporary help, and task and deliverables based on sub-contracts.
- e. **Other Expenses** (insert total funds needed for project).
Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

StarkMHAR Community Wellness Mini-Grant Budget

A. Budget Categories:	B. StarkMHAR Funds	C. Other Funds	D. Total Funds
Category I: Personnel Costs			
A1. Personnel			
A2. Fringe Benefits			
Category II: Non-Personnel Costs			
A3. Supplies			
A4. Printing/Copying			
A5. Rent/Lease Expenses			
A6. Phone/Utilities			
A7. Maintenance/Repair			
A8. Rentals			
A9. Insurance			
A10. Food			
E. Totals			

When this form is completed as an expenditure report the person submitting must both print and sign the document.

Prepared By _____ Date _____

Fiscal Signature _____ Date _____

Proposal Evaluation

Proposals will be scored using the point values provided below.

Proposals will be scored on technical merit and budget. Point values are provided.	Rating (R)
Does proposal meet scope of Request for Proposal (RFP)? Yes or No. If no, proposal cannot be scored.	
1. Face Sheet & Attachments a. Name of implementing agency, phone number, address, Executive Director and contact information, organization, federal tax ID number, mission of organization. b. Amount of funding being requested. c. Signed Grantee Assurances and IRS Determination Letter.	1
2. Program specific information – Applicants will discuss their initiatives and each of the following: a. Project Need b. Project Description c. Goals & Objectives d. Alignment with Search Institute Developmental Assets e. Number of youths impacted	2 3 2 2 3
3. Funding a. Total amount of funds being requested (up to \$2,500) b. Description of any matched funds (other funds) c. Sustainability plans d. Budget narrative	2
Total Score	15