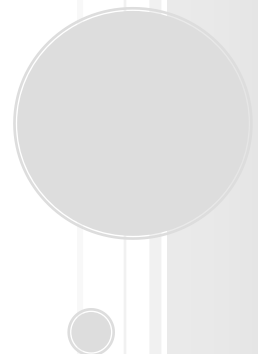


FY21 APPLICATION GUIDELINES

Hanover Township Mental Health Board

July 1, 2019



FY21 APPLICATION GUIDELINES

Hanover Township Mental Health Board

I. Mission Statement

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

II. Eligibility Requirements for Mental Health Board Funding

A. General Requirements

The Hanover Township Mental Health Board funds any government, school, faith based, 501(c)(3) Not for Profit or private incorporated entity, with an established board of directors, that demonstrates mental health service provision to the residents of Hanover Township and that have operated for a minimum of one fiscal year and maintain audited financial statements.

B. Funding

Every three years the Mental Health Board establishes a strategic plan to set priorities for the upcoming funding years. These priorities help direct the funds of the Mental Health Board to ensure that the needs of Hanover Township residents are being met. Currently, the priorities reflect the outlook and trends in state funding and the three funding categories.

Program funding is not limited to these areas, however they are the current priorities of the Mental Health Board and they are subject to change. On a larger scale, the Mental Health Board funds programs that fall under the three major categories of developmental disabilities, substance abuse prevention and treatment, and programs supporting mental health.

C. Service Recipients

The Mental Health Board funds programs in the areas of mental health, substance abuse, prevention and intervention, and developmental disabilities that service residents of Hanover Township. Hanover Township has a population of over 101,000 residents encompassing 36 square miles of Cook County covering portions of 6 communities: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg, and Hoffman Estates.

Hanover Township boundaries are Interstate 90 to the north, Barrington Road to the east, Devon Avenue to the south, and the boundary to the west is about two blocks east of Liberty/Route 25 (the Cook/Kane County Lines). If you have questions about boundaries or would like a map sent to you, please contact the Mental Health Board Manager for more information.

III. Mental Health Service Contract Funds

Mental Health Service Contract Funds are allocated by the Mental Health Board annually each fiscal year. Applications will be posted by July 1, 2019. Agencies can request any amount of funding for a program, but should keep in mind funding requests should be proportional to the number of Hanover Township residents the program serves or projected number of residents and the overall cost of the program.

A. FY21 Grant Timeline

Applications are available July 1, 2019

Due Date – September 13, 2019 (See below for submission instructions)

Applications should be submitted via email to Amanda Teachout and include all necessary documents.

Service Contract Hearings – October 2019, November 2019, and/or December 2019

New programs/agencies or agencies requesting a significant increase in funds will be asked to present to the MHB. You will be contacted prior to the October, November or December meeting date if your agency is requested to attend.

Service Contract Awards – January 2020

Funding allocations will be decided at the MHB January meeting. Agencies will be notified of the FY21 funding award by letter following the January meeting.

FY21 Service Contract Period/Fiscal Year – April 1, 2020 – March 31, 2021

B. Submission Guidelines

Applications are due September 13, 2019 by 4:30pm. They should be submitted electronically to Amanda Teachout at ateachout@hanover-township.org. All documents MUST be sent in a PDF format.

Please electronically submit the following items

- FY 21 Application
- Budget Documents – current year’s operating budget to include both projected expenses and revenues

- Program Budget
- Most recent audited financials
- Board of Directors information
- Most recent annual report

REMINDER: Agencies do not need to send paper copies to the Mental Health Board. All documents should be submitted electronically in a PDF format.

Agencies that have not previously received funding from the Mental Health Board must also submit the following either by mail or electronically:

- Verification of the organizations tax-exempt status under section 501(c)(3) of the IRS code
- Articles of Incorporation
- Agency Brochure

IV. Other Available MHB Funding Opportunities

Throughout the funding year, the Mental Health Board provides four different opportunities for agencies with programs focusing on mental health, developmental disabilities, substance abuse, intervention and prevention serving Hanover Township residents. These opportunities are subject to the availability of funding and can be submitted to be reviewed at the next upcoming Mental Health Board meeting through the fiscal year. As a reminder, the board meets the fourth Tuesday of each month, and does not meet in the months of June or July.

Capital Funding: available to any agency serving Hanover Township residents in the areas of which the Mental Health Board funds. The agency applying does not currently have to be funded by the Mental Health Board and can be applied for anytime throughout the year. These funds exist to support capital improvements, equipment purchases, etc. Maximum request: \$25,000

Staff Development Funding: available to any agency serving Hanover Township residents in the areas of which the Mental Health Board funds. The agency applying does not currently have to be funded by the Mental Health Board and can be applied for anytime throughout the year. These funds exist to support staff development needs ranging from conferences and trainings to materials. Maximum request: \$3,000

Emergency Contract Support Funding: available to agencies currently receiving annual funds from the Mental Health Board and was created to support programs to offset the unanticipated consequences of an emergency situation. Maximum request: \$25,000

Challenge Funding: available for new program development for residents of Hanover Township which fall in line with the Mental Health Board's funding priorities. The maximum challenge (new program) funding award is \$25,000 and applicants must demonstrate additional support (financial or in-kind) for the program or project.

To learn more about other available funding opportunities with the Mental Health Board or to learn about currently funded programs and priorities, please go to the Hanover Township website at www.hanover-township.org.

V. Contact Information

For any questions regarding FY21 submissions, please contact the Hanover Township Mental Health Board Manager:

Amanda Teachout
ateachout@hanover-township.org
(630) 837-0301