## Application Instructions

Read *all*guidelines and criteria carefully before preparing your application. Adhere to font, format, and organizational requirements. Only applications that include *all* sections *and* appendices and fully adhere to these guidelines will be reviewed and considered for funding. Incomplete applications *will not* be reviewed. Organizations must submit one proposal for each project they would like funded.

Applications *must* be submitted as two files: a single PDF for the program narrative and the original Excel worksheet for the budget and budget narrative. Files must be submitted to RFPsubmission@adamhfranklin.org. Applicants should use the following overview as a checklist to ensure that they submit a complete application with items labeled accordingly and presented in the order outlined below. Verify that all components of the narrative and required forms are included prior to uploading the attachments.

☐ Organization information

☐ Agency description (5 points)

☐ Project description (15 points)

☐ Goals and objectives (15 points)

☐ Staffing/subject matter expertise (10 points)

☐ Data collection plan (10 points)

☐ Technology/telehealth (5 points)

☐ Disparities impact statement (10 points)

☐ Sustainability plan (5 points)

☐ Logic model/timeline (15 points)

☐ Budget and budget narrative (10 points)

## Application Narrative Format

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| --- | --- |
| Required Font/Size: | Times New Roman/11 or 12 or Arial/11 or 12. |
| Margins: | 1” on all sides. |
| Page Numbers: | Bottom right-hand corner. |
| Spacing: | Double-spaced throughout narrative. Charts and tables may be single-spaced. |
| Final File Format: | PDF document and Excel worksheet |
| File Naming Convention | SOR3\_AGENCY NAME\_PROGRAM CATEGORY.pdfSOR3\_AGENCY NAME\_PROGRAM CATEGORY\_BUDGET.xlsx |

Each section must be clearly identified using the headings provided in this RFP. Sections *may not* be combined. Reviewers will not consider information requested in one section that is provided in another section.

## Eligible Applicants

Agencies and organizations within Franklin County that are certified by an acknowledged accrediting organization are eligible to submit proposals in response to this RFP.

## Timeline of Granting Process

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| --- | --- |
| ***Date*** | ***Activity/Action*** |
| July 13, 2022 | RFP released to providers |
| July 25, 2022 | Pre-submission conference |
| August 3, 2022 | Applications due to ADAMH by 12:00 noon |
| TBD  | Notification of awards sent out, pending OhioMHAS approval and guidance |