

# MINI-GRANT PROGRAM

## 2023 Guidelines

*The ADAMH Board of Franklin County leads the planning, funding and evaluation of community-based recovery-oriented mental health and addiction prevention, treatment and support services for residents of Franklin County To support this mission, ADAMH will consider proposals from non-profit organizations for community programs/events that address growing challenges in Franklin County by raising awareness of behavioral health issues, promoting prevention, reducing stigma, increasing resilience and educating about diversity, equity and inclusion. Programs should have a broad community impact and align with ADAMH mission, vision and strategic priorities.*

### Qualifications of Applicant

- The applicant must be a non-profit, faith-based organization or tax-exempt school:
  - Non-profits must have 501c3 status. Please note that applications will no longer be accepted from organizations without a 501c3 designation.
  - Faith-based organizations must meet the IRS requirements to be considered tax exempt.
  - Schools and higher education institutions with tax exempt status are eligible if not already funded by ADAMH in other ways.

### Disqualifications of Applicant

- The applicant cannot be a current ADAMH provider. However, providers can be a partner involved in the program.
- The applicant cannot have received grant within same calendar year.
- Priority will be given to community groups or organizations that ADAMH does not currently support in other ways.

### Disqualifications of Program/Event

- Program/event must impact Franklin County residents.
- Program/event must start and end between January 1 and December 31, 2023.
- Program/event must occur at least 60 days after the application deadline.
- Program/event should be a community-based activity that addresses growing challenges in Franklin County by raising awareness of behavioral health issues, promoting prevention, reducing stigma, increasing resilience or educating about diversity, equity and inclusion.
- Virtual events or digital campaigns are eligible for consideration.
- Mini-grant funds cannot be used for school-focused programming in a school district where ADAMH already funds prevention/intervention services. ADAMH funds services in the 16 public school districts in Franklin County.
- Mini-grant funds will not be awarded to support summer camps. ADAMH supports summer camp programs in other ways.

#### **Mini-Grant Funds Cannot be used to:**

- Purchase tickets for dinners, golf outings or fundraising events.
- Purchase meals or refreshments.
- Cover salaries, travel or lodging of applicant staff.
- Make capital improvements.



## Award Amounts

- Applicants that receive a mini-grant can be awarded up to \$5,000. ADAMH reserves the right to award more or less than what is requested. The average award amount is around \$2,000.
- Groups that have previously received a mini-grant may apply, but a group can only be awarded one mini-grant per calendar year. Priority will be given to organizations and program target populations that meet the application requirements and have not received ADAMH mini-grant support in the past.
- Faith organizations are eligible to receive funding for activities that are non-discriminatory or non-sectarian and that benefit the larger community.

## Grant Requirements

- Funding will only be released to your organization after all requirements have been met and a payment request is submitted by the deadline stated in your approval letter. ADAMH reserves the right to deny funding if requirements are not met and all supporting material is not received by the deadline.
- All recipients of mini-grant funding must complete these minimum requirements:

Request	Required Activities
All Requests	<ul style="list-style-type: none"> <li>• Add an ADAMH logo and link on the program/event section of your organization’s website</li> <li>• Include ADAMH logo on all printed materials specific to the program/event activities these funds will support</li> <li>• Mention and tag ADAMH on social media</li> </ul>

- ADAMH will identify additional activities from the list below for applicants who receive \$2,000 or more.

Request	Number of Additional Activities	Potential Activities
\$2,000-\$2,999	1	<ul style="list-style-type: none"> <li>• Invite ADAMH staff to the program</li> <li>• Provide a booth for ADAMH to use at your event</li> </ul>
\$3,000-\$3,999	2	<ul style="list-style-type: none"> <li>• Allow ADAMH to distribute promotional material to program participants</li> </ul>
\$4,000-\$5,000	3	<ul style="list-style-type: none"> <li>• Include an ADAMH article in your organization's newsletter</li> <li>• Include the ADAMH logo in all advertising</li> <li>• List ADAMH as a sponsor on all media releases</li> </ul>



# Application Deadlines

- Submit applications by 5 p.m. on the first Wednesday of every month. Apply as early as possible, as funding is limited.
- Your program/event must occur at least 60 days after the application deadline. For example, if your program/event is scheduled to occur on March 30, you should submit your application by the January 4 deadline (at the latest).
- Questions about the application process can be submitted to [mini-grants@adamhfranklin.org](mailto:mini-grants@adamhfranklin.org). Please do not contact ADAMH for award status.
- ADAMH will send notifications of application status by the end of month in which you applied.
- According to ADAMH policy in adherence with House Bill 9 and the Public Records Act, this application is considered public record and may be given as part of a Public Records Request if required.

Application Deadlines	
November 2, 2023	May 3, 2023
December 7, 2023	June 7, 2023
January 4, 2023	July 5, 2023
February 1, 2023	August 2, 2023
March 1, 2023	September 6, 2023
April 5, 2023	October 4, 2023

# Application Process

**Confirmation** – Once the application is received, you will receive a confirmation email. If you do not receive a confirmation email, please follow up at [mini-grants@adamhfranklin.org](mailto:mini-grants@adamhfranklin.org) or 614-222-3706.

**Review** – Applications are reviewed once per month by the ADAMH Mini-Grants Review Committee.

**Notification** – You will be notified by email whether your application has been approved or declined. You will receive notification by the end of the month in which you applied. Please do not inquire about the status of your application unless you have not heard back from ADAMH at the end of the month.

**Payment Request** – If your grant application has been approved, you will receive a payment request form along with your notification. You will complete the payment request form and submit it (along with any documentation to verify you met the grant requirements) to [mini-grants@adamhfranklin.org](mailto:mini-grants@adamhfranklin.org) within 60 days after your program/event has taken place.

# Application Checklist

- Incomplete packets will not be reviewed.
- Email attachments cannot exceed 10MB.
- In order to be considered for a mini-grant, an applicant must provide the following documentation:
  - Application (overview; narrative; and funding outline)
  - Support letter from any partner identified in the application.
  - IRS form W-9 (Request for Taxpayer Identification Number and Certification)
  - IRS letter of determination

Submit application to [mini-grants@adamhfranklin.org](mailto:mini-grants@adamhfranklin.org) prior to 5 p.m. on the first Wednesday of the month.