



Community Wellbeing Program

Frequently Asked Questions



General Grant Questions

Which communities can apply for this grant?

For the purposes of this program, community is defined as "a group of people who know each other well enough that they provide support to each other and can act together."

Any community whose members primarily reside and/or work in Pomona, La Verne, or Claremont can apply for a grant. Due to the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) state funding requirements, communities who have projects that work and/or support people ages 0 to 25 are highly encouraged to apply.



Important questions to keep in mind:

- What is the relationship between the individuals who are applying for the grant?
- How do we describe our community?
- Are the leaders of our community actively involved in the planning of the grant?
- Will leaders of our community actively be involved in implementing the activities funded by the grant?



For this grant, a community can be either:

An Existing Community

A group of people who are already in relationship with one another and actively support one another. They interact with one another regularly and have some identified leadership. This existing community will be applying to support their existing efforts or develop new ways to increase the emotional and behavioral wellbeing of their members.



OR

An Emerging Community

A group of people who may know each other but who are not yet in relationship deeply enough with one another to provide on-going support to each other and act consistently together. There is leadership within the group and a desire among group members to become a community that offers on-going support to one another. Leaders will be applying for a grant to help them build community among group members and develop ways to increase emotional and behavioral wellbeing.

Can a community focusing on children apply for a grant?

Yes, with adult support and supervision communities who work, serve and or support people ages 0-25 years old are encouraged to apply. Children and or their parents' input, ideas, and opinions should be considered during the application planning process.

Any community of young children should have an adult willing to guide the process and to serve as the project leader, who is responsible for implementing the project.



What can grant funds be used for?



Funds can be applied towards any reasonable expense — including activities, supplies, or other expenses— necessary to achieve the proposed outcomes.

The grant application must demonstrate a clear connection between the proposed activities and the expected impact of improved wellbeing among community members. The funds might be used to implement the project, but not to incentivize membership in the community.

What if my community does not have a 501(c)3 status?



In this program, Tri-City can only enter into contracts with 501(c)3 organizations.

If the community does not have non-profit 501(c)3 status, it must enter into relationship with a fiscal sponsor who does. The sponsoring agency will be responsible for partnering with the community to manage all grant funds, sign the contract, and complete financial reports. One fiscal sponsor agency may support more than one community.

Is this grant only for helping those with severe and persistent mental illness?

No. The Community Wellbeing Grants are intended to focus on community efforts that promote emotional and behavioral wellbeing, not efforts that seek to treat mental illness. The focus here is on wellbeing and prevention, not treatment of mental illness.



Can one person fill all three roles required for the application?

There should be more than one person working on this project. The goal is to have multiple people working on this project who serve a larger community. It is highly recommended to have three different people fill in the roles of Community Lead, Project Lead, and Fiscal Sponsor. If necessary, one person could hold two roles, but not all three.



What is the selection process for applications?



In order to be eligible for the Community Wellbeing Grant, all communities must attend the mandatory Bidder's Conference or make other arrangements with the Community Capacity Organizer.

Applications must be received by the deadline. All complete applications that are received on time will be scored by a panel of reviewers, which includes delegates from the cities of Pomona, Claremont, and La Verne as well as Tri-City staff.

Applicants whose proposals are scored highly will be scheduled for an interview.



Technical Questions

Can we receive feedback regarding our proposals before final submission?

13

Yes. If you are planning to apply, you must attend a mandatory Bidders Conference. At this meeting, you will be given important information about the program and grant application requirements.

You will also have an opportunity to schedule an application feedback session where you will be able to ask questions about your proposal and receive feedback. Communities that have submitted applications in previous years will also be given the opportunity to receive feedback about their most recent application.



What happens if our community submits an incomplete proposal?

One electronic application must be submitted before 12 pm noon on the application deadline to dmartinez@triciytmhs.org.

Upon receiving the application, communities will receive a notice of receipt. Once communities submit their application, no changes can be made to the proposal. Incomplete or late proposals will not be considered by the review team.

Is it okay to submit additional attachments to our application?



The only required attachment is proof of 501(c) 3 status. The narrative section must not exceed 6 pages. If there are other documents that will support your application, you may include them, but will not necessarily be considered during the selection process.

Where can I find the application?

If you attend the Bidder's Conference, you were asked to leave your contact information, including email address, so an application can be sent to you. You can also find the application on our website at www.tricitymhs.org.





Budget Questions

How will communities be funded?

Communities can apply for up to \$10,000 in grant funding. Communities are encouraged to apply for less if they know their proposed projects will need fewer funds. The review team who selects grant recipients will also take a look at the project and the amount being requested to assess whether the requested amount is appropriate for the type of project proposed.

Once a grant is awarded and a contract approved, grantees will initially receive 25% of their awarded amount. The remainder of grant funds will be distributed in increments each quarter upon receipt of their quarterly financial report. If the community can document (i.e. provide actual invoices etc.) that they have spent the distributed funds prior to the end of the quarter and are in need of additional funds to continue their efforts they can request an advance of funds.

How many grants will be awarded?

The number of grantees who will be awarded depends on the funds being requested by applicants. The max amount is \$10,000, but not all applicants request the full amount or awarded the full amount. The number of awarded grants vary each fiscal year.





Can grant funds go towards staff salaries?

It's not recommended that grant funds go towards staff salaries. We want communities to show how this program is sustainable once one-time funds end.

Should we include in-kind contributions in the calculations of our budget total?

If you have in-kind contributions to the community efforts, you can list them in the appropriate section on the budget form as an illustration/demonstration of existing partnerships and support.

You should include these in your budget calculations only if it will demonstrate feasibility of the project or if you calculate the value of these contributions as part of your regular budget accounting. We do not require organizations to calculate a dollar value for each in-kind contribution



For More Information



Community Wellbeing Program

Daisy Martinez

Community Capacity Organizer

Email Address

dmartinez@tricitymhs.org

Website

www.tricitymhs.org



@tricitymhs

