Multicultural Rural Mental Health Grant – Frequently Asked Questions

ELIGIBILITY

1. **Who is eligible to apply?**
   501(c)(3) nonprofit, governmental, educational and faith-based organizations may apply.

   Organizations **must also** be based in Utah, serve rural Utah communities, support historically and systematically marginalized populations and provide mental and behavioral health services and resources.

2. **When serving rural Utah communities, what is considered rural?**
   Rural Utah is defined as any county outside of Davis, Salt Lake, Utah, and Weber Counties.

3. **Can urban nonprofit organizations apply?**
   Organizations based in urban areas—Davis, Salt Lake, Utah and Weber Counties—may apply as long as they meet the eligibility criteria and their project serves a rural county or counties. The grant funding must be used for rural mental and behavioral health projects. As an example, an organization based in Salt Lake City may apply if they use the funding towards telehealth services for residents in Uintah County.

4. **Do organizations need to have a licensed provider with their project to apply?**
   No, organizations do not need to have a licensed provider with their project to apply but they must have experience providing mental and behavioral health services. An example of this is peer-support models.

PROJECT FUNDING

5. **What is the award limit?**
   Organizations may request up to $100,000; however, most awarded grants will be between $40,000 - $50,000. A small number of awards between $50,000 and $100,000 will be considered if organizations can demonstrate community need and document the ability to manage this level of funding.

   A minimum amount is not required.

6. **What period of time does the grant cover?**
   The first round of funding, distributing $1 million to organizations providing mental and behavioral services to multicultural rural communities, will run through March 1, 2022.

   All grant funding must be spent by March 1, 2022 before applying for the second round of funding, which will be available in April 2022.

7. **What projects are eligible?**
   Projects providing culturally responsive and inclusive assistance to multicultural communities are eligible for funding, including but not limited to the following:

- Individual, group and/or family therapy
- Psychiatry
- Crisis intervention
- Substance abuse prevention and/or treatment
- Support groups
- Case management
- Translation and/or interpretation services for mental and behavioral health services
- Professional development training
- Support work to reduce the stigma and discriminating barriers that prevent individuals from seeking services

8. What expenses are eligible?

The following expenses are eligible under this grant:

Operational Expenses – Cannot exceed 10% of grant funding request
- Rent and/or utilities
- Technology equipment and information technology

Direct Mental and Behavioral Health Services – Expected to be at least 80% of request
- Project staff (costs may be on a contract basis or as a fraction of their annual salary and/or benefits. Project staff must dedicate their entire time to serve people and families in rural Utah)
- Translation and/or interpretation services
- Marketing outreach, advertising, and/or promotion
- Printing
- Social media
- Travel (e.g., fuel, car rental, etc.) Must be directly linked to serve people in rural Utah
- Event (e.g., venue, food, etc.) Must be held in rural Utah
- Project Expenses (e.g., personal protective equipment, notepads, etc.)

Organizational Capacity – Cannot exceed 10% of grant funding request
- Professional development

9. What expenses are ineligible?

The following expenses are ineligible under this grant:

- Capital improvements
- Furniture
- Non-project staff
- Long-term licenses, contracts or software purchased for use outside of the grant period (prorated items are acceptable)
- Prepaid expenses for services outside of the grant period
- Direct cash or check payments to individuals or families (project-related staff salaries are acceptable)
- Vehicle purchase
- Vehicle maintenance
- Periodic professional licensure

10. When will organizations be notified of their selection?

Organizations will be notified of their selection status in mid-April.

11. **When will selected organizations receive their funding?**
Organizations will receive funding by late April pending their submission of follow-up documentation.

APPLICATION GUIDELINES

12. **When is the application period?**
Applications open on March 8, 2021 at 12 p.m. and close on March 31, 2021 at 6 p.m.

13. **Where can organizations access the application?**
Please visit utahdcc.secure.force.com/dha to access the application.

For previous applicant users, organizations will use the same login credentials to access the application if they have formerly received a grant from the Utah Department of Heritage and Arts or any of its divisions.

For first time applicants, select "New User" and complete the form to request an account. If you have not received an email within 48 hours regarding your username and password, please email mcagrants@utah.gov.

14. **What documents must be uploaded with the application?**
The following items must be uploaded when submitting an application:

- Project budget spreadsheet
- 501(c)(3) determination letter or tax exemption certificate
- Organizational financial statement (e.g., IRS Form 990, audited financial statement, or internal financial statement such as a balance sheet or profit and loss statement)

Please note: if you are submitting a Form 990N, you **must** submit an additional financial statement detailing your organization's operational budget.

15. **How much information should organizations provide in the budget?**
In the project budget description and budget spreadsheet, please list specific information in each of the line items to provide the Selection Committee with enough details on what the funds will be used for. For example, in addition to listing an amount under "Supplies," please share what supplies are being purchased (e.g., notepads).

REPORTING

16. **What is the status update?**
The status update documents the amount of funds a grant recipient has spent and the funds that remain as of June 30, 2021, which is the end of the fiscal year for the state of Utah. The Utah Division of Finance requires all state agencies to provide this information even if a grant moves into the next state fiscal year. A short form will be sent to organizations to submit this information.

17. **What is the final report?**

After organization's have spent their grant funds by March 1, 2022, the final report requires organizations to upload a cost comparison overview of their proposed budget and actual expenses and provide quantitative and qualitative information regarding the multicultural communities served by the grant at the end of the grant period, including the number of people in rural Utah served. Organizations will submit the report through the grants portal.

While the report only includes a high-level summary, it is important for organizations to carefully retain clear internal records of project expenses and measurable outcomes.

18. When is the status update due?
The status update is due on July 15, 2021.

19. When is the final report due?
The final report is due on April 1, 2022.

20. Do organizations need to submit invoices or receipts?
Organizations do not need to submit invoices or receipts as proof of payments. However, we strongly encourage all organizations to keep careful track of their financial records in case of an audit.

CONTACT

21. Where can organizations find more information?
For more information, organizations can:

- Visit our website at multicultural.utah.gov/rural-mental-health
- Email us at mcagrants@utah.gov
- Call the hotline at 801-900-3478 (only available on Mondays from 9 a.m. to 5 p.m.)