
Oregon Council of Child & Adolescent Psychiatry

Mental Health Advocacy, Education & Community Collaboration Grant

2021 Guidelines and Application

The Oregon Council of Child and Adolescent Psychiatry (OCCAP) is offering its members the opportunity to apply for a one-year, Mental Health Advocacy, Education & Community Collaboration Grant. Awards of \$250 up to \$1,500 will be granted to the lucky recipients whose projects exemplify the goals of the program. OCCAP members are limited to one award every three years.

Application & Grant Timeline:

- Complete applications will be accepted through February 28, 2021. OCCAP will notify applicants of their selection by early March and disburse two-thirds of the grant amount.
- Projects must take place between **U** and **V**.
- By **31**, grant recipients must submit:
 - A letter acknowledging OCCAP's support of the projects;
 - Follow-up form and reconciled budget (attached); and
 - Any deliverables created because of the grant award.
- Upon receipt of the follow-up material, OCCAP will disburse the remaining grant award, as long as the reconciled budget shows that the full grant amount has been spent towards the completion of the grant project/goals.

Application & Grant Requirements:

Please include:

- Application form (attached);
 - Budget form (attached);
 - Letter of support from an officer of of the collaborating organizations.
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- All grant applications must be submitted by an OCCAP member;
 - The grant requires collaborative activities between OCCAP members and allied organizations within their communities focused on mental health advocacy, education and community collaboration;
 - Examples of such organizations include, but are not limited to:
 - A local chapter of the National Alliance for the Mental Illness;
 - A chapter of Mental Health America;
 - Allied professional organizations, such as a state chapter of the American Academy of Pediatrics.
 - Grant recipients must submit follow-up forms to receive the final disbursement of one-third of the awarded grant funds. Failure to provide this will prohibit your participation in future OCCAP Mental Health Advocacy, Education & Collaboration grants; and
 - Any developed material for the grant-funded activities must recognize OCCAP's support.

Applications are due by February 28, 2021. Please note, incomplete applications will not be considered.

Grant preference may be given to:

- First-time applicants;
- Projects involving a greater number and diversity of collaboration partners;
- Development and implementation of new or innovative ideas;
- Programs combining other funding resources (including in-kind personnel/space/resources);
- Programs using alternative sources of funding to sustain programs/outcomes and/or tools/resources after the first year; and
- Programs which involve early career psychiatrists and trainees.
- Programs creating innovative solutions that advance the mission of OCCAP in collaboration with other established organizations.

Funding limitations:

- While it is possible to use these funds to address large policy or legislative issues, as well as advocacy training, grants **cannot** be used for lobbying on any specific bill, legislation, government official, or in support of a political candidate;
- Grant funds cannot be used for stipends for CAPs;
- Grant funds cannot be used primarily for dinner meetings;
- Grant funds should not be used primarily for food (limit 25%); and
- Grant funds should not be used primarily for travel, lodging, rent, honoraria (

Grant deliverables:

- Grant recipients will be invited to submit summaries and pictures of their projects for consideration for OCCAP news articles, website, and/or social media.
- Grant recipients will be asked to serve as a resource for other OCCAP members who may have questions as they apply for grants for the first time;
- Grant recipients will be asked to share toolkit resources with other OCCAP members;
- Grant recipients may be asked to report progress at Executive Council meetings; and,
- Completed applications are evaluated based on the goals and guidelines of the grant.

Project Examples:

- Creating and distributing suicide prevention brochures;
- YouthEra Comic Collaboration - The Fab Collab ;
- Hosting educational events for the House to educate lawmakers;
- Enhancing collaborative efforts with other agencies; and
- Creating training videos to enrich training around specific topics.

Please submit all required information to: info@occap.org

Mental Health Advocacy, Education & Community Collaboration Grant Application

SUBMISSION DEADLINE: February 28, 2021

(All information is required. Use additional pages if needed)

Name of Project:

Name of Project Leader:

Project Leader contact information (mailing address, phone, email):

Collaborating Organization(s):

Please identify the type of advocacy priority(ies) your project addresses:

Access to Treatment	Research
Coalition Building	State/Local Government / Public Policy
Consumer Education	Workforce Development/Recruitment
Professional Education	Other (please specify)

What immediate improvement or change do you want to bring about from this project and why?

Briefly describe your project and describe how you plan to conduct this project. Include the participants/speakers, site/venue, procedure (techniques/service/activity), specific topics, and the intended audience and/or target of your advocacy project. Discuss overall strategy or method.

Timeline: Please include the dates and identify the action involved:

Planning begins:

Execution begins:

Key target dates & actions:

Objectives: Identify at least two (2) specific, measurable results that you expect to achieve with your project?

Results: Explain how you will evaluate if each objective is successful:

Summary: What is the significance of your project, and how will it improve care for mental health needs of children, adolescence, and families within a specific community, city, or state?

Please attach a preliminary budget to your application; a sample budget is attached).

Mental Health Advocacy, Education & Community Collaboration Grant

Project Budget

Project Title:

Project Leader:

Contact Information:

Income	Budgeted	Actual*	Notes
OCCAP Advocacy & Collaboration Grant	\$	\$	
Additional grants from foundations, corporations, etc.	\$	\$	
Regional organization contributions	\$	\$	
Collaborating organization contributions	\$	\$	
Event fees or products sold	\$	\$	
In-kind support	\$	\$	
Other Sources (Please specify):	\$	\$	
Total Income	\$	\$	

Please note no other source of funding is required to be considered for a grant.

Expenses	Budgeted	Actual*	Notes
Personnel/Per diem	\$	\$	
Travel (days, # people, method) <i>Describe in narrative</i>	\$	\$	
Space Rental	\$	\$	
Equipment Purchases/Rental (explain)	\$	\$	
Advertising/Marketing	\$	\$	
Printing and copying	\$	\$	
Other (specify)	\$	\$	
Other (specify)	\$	\$	
Total Expense	\$	\$	

NET INCOME	\$	\$
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Please explain the expenses supported by the Grant in the "Notes" field. If necessary, please attach another document to briefly explain expenses and any anticipated income.

Mental Health Advocacy, Education & Community Collaboration Grant

Follow-up Form for Awardees

Submission Deadline: December 31, 2021

(Please use additional pages if needed and attach a reconciled budget form)

Project Name:

Contact person and contact information:

Collaborating organizations:

Total number in attendance:

Total number of child and adolescent psychiatrists attending:

Total number of pediatricians attending:

Total number of residents and medical students attending:

Total number of patients/consumers/public attending:

Briefly describe the results of the program:

Please rank the following on a five (5) point scale with 5 being excellent and 1 being poor:

Overall quality of the program:

Overall quality of the collaboration (i.e., success):

Overall value of the OCCAP grant program:

Relist your measurable objectives you set for the program in your application:

Did you achieve the measurable objectives set for your event?

YES *If “yes,” please explain how you achieved these objectives:*

NO *If “no,” did you achieve other measurable successes from your program? Please explain.*

Please describe the long-term benefits from this program or event:

What lessons did you learn from the less successful aspects of your program or event?

How would you change the program going forward?

Additional feedback:

Please submit all required information to: info@occap.org