



## Frequently Asked Questions (FAQs)

for ILCHF's Planning Grant "Enhancing Children's Mental Health Through Family-Run Organizations in Illinois" RFP

Welcome to the FAQs for this request for proposals (RFP). This document represents a compilation of numerous questions we have received related to the RFP. We encourage you to review the two webinars hosted in June for further information regarding the goal of this initiative. If, after reading this, you have additional questions please contact the appropriate ILCHF team member from the contact list at the end of this document.

Additional resources regarding, the essential characteristics of Family-run organizations (FROs) can be found at [FREDLA](#) – the Family-Run Executive Director Leadership Association. The goal of this initiative is to: **improve the mental health and well-being of Illinois children and families**, this RFP seeks to enable grantees to create an FRO Implementation Plan which details how the grantee will create or operationalize a family-run organizations in Illinois.

*\*Note: Additional FAQs received will be added periodically.*

Application Details
<p>1. <b>Due Date:</b> All applications must be submitted online by 5 pm CST on July 31, 2024.</p>
<p>2. <b>Organization Eligibility:</b> Each Applicant must (1) be a 501(c)(3) organization that has been determined by the IRS to be (a) a public charity described in Section 509(a)(1) or 509(a)(2) of the Internal Revenue Code or (b) a governmental entity described in Section 170(c)(1) or 511(a)(2)(B) of the Internal Revenue Code, and (2) be advised by an FRO Planning Grant Team that consists of representatives from the communities to be served by the FRO. The Applicant may be a Fiscal Sponsor.</p>
<p>3. <b>Is Collaboration Allowed?</b> Yes. Applications seeking up to a \$150,000 planning grant to fund the work of more than one organization can be submitted. The applicants should choose one 501(c)(3) organization to be the "Applicant" that completes and submits the proposal, required attachments and final report. The EIN number for this organization must be provided in the application. Partner organizations do not need to provide their EIN numbers. If the grant is approved, grant funds will be paid to the Applicant organization.</p>
<p>4. <b>What is a Children's Mental Health Family Run Organization (FRO)?</b> FREDLA delineates the four essential elements of a family-run organization as follows:</p> <ul style="list-style-type: none"> <li>○ <b>Mission:</b> It is dedicated to supporting families caring for a child or youth with social, emotional, substance use, or multi-system challenges.</li> <li>○ <b>Governance:</b> The board of the organization is comprised of at least 50% family members with "lived experience".</li> <li>○ <b>Personnel:</b> The Executive Director/CEO and the majority of staff members providing support are family members with lived experience.</li> <li>○ <b>Family voice:</b> The organization promotes and advances family voice at all levels of the organization and within systems that serve children, youth, and families.</li> </ul>



<https://www.fredla.org/wp-content/uploads/2018/09/SEC-1-FREDLA-MODELS-OF-FAMILY-ORGS.pdf>

**5. How is “lived experience” defined?** Lived experience is defined as primary daily responsibility for raising a child or youth with social, emotional, substance use, or navigating multi-system challenges.

**6. What if we do not have audited financial statements?** Please contact ILCHF Senior Program Officer: Mental Health, Christine Brambila ([christinebrambila@ilchf.org](mailto:christinebrambila@ilchf.org)) to discuss the submission of alternative financial documents.

**7. Eligible costs – can we include the cost of training for staff such as peer parent mentor training?**

Yes. Additional eligible costs include but are not limited to the following:

- Staff time to develop plans, facilitate meetings, and programs
- Stipends for youth, parents, caregivers, and other community partners
- Travel time
- Meeting expenses
- Communications expenses
- Materials/supplies
- Equipment
- Training

### Application Review and Grant Award Process

**1. Please explain the application review process:**

- **Phase 1-**Applications will be read and scored by ILCHF team members and Grants Committee members who will recommend applicants for funding. Those proposals continuing into Phase 2 will receive an invitation for a site visit by the ILCHF FRO Planning Grant Review Committee.
- **Phase 2-** Will include site visits or interviews with the ILCHF FRO Planning Grant Review Committee between August 19<sup>th</sup> and September 5<sup>th</sup> to meet with and discuss the application with representative members of the Applicant organization and its FRO Planning Grant Team and other relevant community members. ILCHF will work with finalist applicants to determine whether meetings will be in-person or via Zoom. Recommendations regarding funding or declining each application will be presented to the ILCHF Grants Committee. The ILCHF Grants Committee will then decide which applications will be recommended to the ILCHF Board of Directors for funding. The ILCHF Board of Directors will make funding decisions at its October 2024 Board meeting.

**2. How many, and when will the grants be awarded?** ILCHF will announce the awarding of up to 7 grants of up to \$150,000 each in November 2024. ILCHF plans on awarding 1 grant in each of the seven IDPH regions outlined in the map contained in the RFP. Ideally, one grant will be awarded in each region. If a qualifying application is not received from any given region(s), a grant will not be awarded in that region. Approximately \$300,000 of technical assistance will be provided to the FRO planning grants cohort.



- 3. **Will you accept applications in Spanish?** Currently, ILCHF does not have the capacity to review an application submitted in Spanish. As a result, at this time, all applications must be submitted in English. The foundation is currently exploring the capacity and vendors to translate required grant documents into Spanish in the future.
- 4. **Grant Timeline:** \$100,000 of grant funds will be disbursed no later than January 31, 2025. The second payment of \$50,000 will be disbursed no later than January 31, 2026. The planning grant will end July 31, 2026.

Initiative Specific Questions
<p>1. <b>We currently offer parenting cafés, parent healing circles, and NAMI groups as certified parents, could we apply?</b> If you are a 501(c)(3) that intends to either become a Children's Mental Health Family Run Organization as defined in the RFP, or to incubate and spin-off an FRO as an independent 501(c)(3) you are eligible to apply.</p>
<p>2. <b>Does the state have programming requirements for future funding?</b> Not yet. ILCHF is working to align the implementation plan that grantees will create with state expectations for programming.</p>
<p>3. <b>Are organizations required to have a brick-and-mortar physical location?</b> No. You do not need an established brick and mortar site to be eligible for the planning grant. In the time of hybrid work arrangements there may need to be flexibility in where the work will be supported. However, due to the relational and sensitive nature of peer support, in-person programming will be a required component of the planning grant and implementation plan.</p>
<p>4. <b>Does the organization have to serve all of Illinois?</b> No. The goal is to fund seven children's mental health family-run organizations, one in each of the seven IDPH regions delineated on the map contained in the RFP. You may start your planning focused on a particular area or county and expand planning or programming as additional funding opportunities become available for your IDPH region.</p>
<p>5. <b>Are advocacy and training eligible goals, or do direct services like peer support need to be included?</b> No specific programmatic approach is required. Examples of potential services include providing peer support and navigation for families and youth, delivering training and workforce development for professionals across child-serving systems, participating in continuous quality improvement processes, serving as members of care coordination teams, and informing public policy decisions. For additional information detailing the various models of family-run organizations, please <a href="#">click here</a>.</p>
<p>6. <b>What if your organization serves two counties that are each in different IDPH regions?</b> Each applicant must select one IDPH region in which the applicant will engage in planning efforts for the family-run organization. If you would like to be considered for a planning grant in two different IDPH regions, two separate applications must be submitted.</p>

**Planning Grant Requirements**

1. **What are the required planning grant deliverables?** During the planning grant the contract agreement will include the following deliverables:
  - A. **Business Plan:** Examples and a template will be shared with grantees during the technical assistance component of the grant.
  - B. **In-person Site Visit**
  - C. **Progress Report**
  - D. **Journals (bi-monthly basis)** submitted via online template with the goal of briefly documenting the journey of creating an FRO, summarizing themes, and opportunities for TA.
  - E. **Final Report**

2. **What are the key milestones in the planning grant?**

Jan. 1st, 2025	Planning Grant Begins
Jan. – June 2025	Initial Series of Monthly Technical Assistance Meetings – Currently Planned for the 4 <sup>th</sup> Thursday of the Month
Sept. 1st, 2025	<b>Progress Report</b> <ul style="list-style-type: none"> <li>• Draft Business Plan</li> <li>• Budget Expenditures</li> </ul>
June – Aug. 2025	In-Person Scheduled Site Visits with Grantees
May 1st, 2026	Final Business Plans Submitted
July 1st, 2026	State Implementation Funding is Planned to Begin
July 31st, 2026	End of ILCHF FRO Planning Grant
Sept. 31 <sup>st</sup> , 2026	Final Report Due

**Questions or Technical Assistance?**

- For questions related to the Children's Mental Health Family-Run Organization RFP please contact: Christine Brambila, Senior Program Officer: Mental Health, at [christinebrambila@ilchf.org](mailto:christinebrambila@ilchf.org)
- For technical assistance related to this RFP please contact: Nedranae Hunt, Grants Manager, at [nedranaehunt@ilchf.org](mailto:nedranaehunt@ilchf.org)