



MGH Determination of Need Funding Frequently Asked Questions

1. How do you define “Coalition”?

A coalition is a community-based formal arrangement for cooperation and collaboration among diverse groups or sectors of a community who all agree to work together in pursuit of the common goal of building a safe and healthy community for youth and their families. Activities of community coalitions include outreach, education, prevention, service delivery, capacity building, empowerment, community action, and systems change. Given their ability to leverage existing resources in the community and convene diverse organizations, community coalitions connote a type of collaboration that is considered to be sustainable over time.

2. How do you define “Substance Use Prevention”?

According to SAMHSA, prevention is defined as activities “delivered prior to the onset of a disorder, [that] are intended to prevent or reduce the risk of developing a behavioral health problem, such as underage alcohol use, prescription drug misuse and abuse, and illicit drug use.” Substance use prevention efforts target individuals at different levels of risk and stages of use.

3. How do you define “Youth”?

Youth is an individual 18 years of age or younger.

4. How do you define “Culturally Competent”?

We expect that any organization/coalition applying for funding can demonstrate that they understand and are respectful of the cultural beliefs and practices and preferred language of the residents served.

5. For Part 1 funds - Can I apply for less than \$75,000 if I am applying to develop a new coalition? Are there advantages to doing so? Why would I apply for less?

Yes, applicants may ask for less than the allowed \$75,000 for Year 1 if they do not believe \$75,000 is needed for planning. There is no advantage to asking for less than the \$75,000. Remaining funds for Years 2-5, less year one’s award amount, will be distributed evenly.

6. For Part 2 funds - Can I apply for less than \$50,000 a year? Are there advantages to doing so? If I ask for less than \$50,000 in year one, can I ask for more in Years 2-3?

Yes, existing coalition applicants may ask for less and not more than the allowed \$50,000. There is no advantage to you as an applicant by applying for less, however it may allow for more applicants to receive funding for this work. All year 1 grantees will be eligible to renew funds for Years 2 -3 after completing final programmatic and expenditure reports detailing how year 1 funds were used, impact achieved, and proof of participation in the city-wide coalition collaborative. We expect all awardees in year 1 to be in compliance and ask for renewals for years 2-3. Because of this, it will be hard for applicants to request additional funds in years 2-3.

7. For Part 2 funds – I am part of a community coalition focused on preventing youth violence. Am I eligible for these funds?

Yes. If you would like to expand your work to include youth substance use prevention, it is highly encouraged that you apply, especially in underserved Boston neighborhoods. In addition, community coalitions who engage youth are strongly encouraged to apply. If you are currently unfamiliar with substance use prevention interventions, technical assistance will be available upon request.

8. What needs to be included in a Letter of Support?

The letter of support should document that an individual or organization understands the purpose of the application. Letters should be no more than one page and outline the individual or organization's support and commitment to the work.

9. How do I submit my application, and what documents should be included?

Please send all required documents in one email to MGHDON@partners.org with "DoN Application (Part 1 or Part 2)" in the subject line. Attachments should include:

1. Cover Page with Application Narrative
2. Budget forms A&B
3. Member Roster (for Part 2 applicants only)
4. Three Letters of Support
5. Copy of current IRS Determination Letter confirming the fiscal sponsor's 501(c)(3) status OR your organization's 509(a) tax-exempt status
6. Fiscal sponsor's most recent annual audit or a copy of most recent 990 form
7. Fiscal sponsor's Board-approved organizational budget for the current fiscal year
8. A written policy/procedure for CORI and SORI checks if your coalition or fiscal sponsor serves youth

10. When is the grant due and who do I contact if I have questions?

The deadline for application submission is 12:00pm, Noon on Friday August 24, 2018. Incomplete applications and applications submitted after 12:00pm on Friday, August 24th will not be considered for funding – no exceptions. Notices of funding will take place by mid September. Questions about the application process and funding may be addressed to MGHDON@partner.org by August 3, 2018. All questions and responses will be added this FAQ document and reposted by August 10, 2018.

11. Who is eligible to be an award recipient/legal applicant for this application?

Grant award recipients/legal applicants may be domestic, public or private non-profit entities, such as state, local, or tribal governments; public or private universities and colleges; professional associations; voluntary organizations; self-help groups; consumer and provider services-oriented constituency groups; community and faith-based organizations; and, tribal organizations.

12. Can staff salaries, rent, etc. be covered by these funds?

Yes, as long as the costs are consistent with those paid in similar years, are necessary in order to carry out the work, and are at the current market rate.

13. How can I find data on my neighborhood or information on youth substance use?

- Health of Boston Report - http://www.bphc.org/healthdata/health-of-boston-report/Documents/HOB_16-17_FINAL_SINGLE%20PAGES.pdf
- City Health Dashboard - <https://www.cityhealthdashboard.com/>
- Boston Public Schools - <https://www.bostonpublicschools.org/Page/6450>
- Massachusetts Department of Education - <http://www.doe.mass.edu/>
- Community Commons - <https://www.communitycommons.org/maps-data/>

14. Where can I find the Boston Youth Substance Use Prevention Strategic Plan?

www.boston.gov/recovery

15. Can the budget pay for incentives/stipends for community or coalition members?

Incentives may be paid to community and coalition members for participation in assessment and coalition activities (e.g. focus groups, interviews, youth group activities, etc.) not to exceed \$500 per person per year.

16. What organizations are eligible to apply for funding?

The purpose of the funding is to support community-based coalitions dedicated to advancing and implementing community-wide prevention efforts. A coalition may be a legal entity with 501(c)(3) status or partner with a legal entity to apply on their behalf. The purpose of the grant is to establish and strengthen collaboration to support the efforts of community coalitions working to prevent youth substance use. Grants awarded are intended to support established community-based youth substance use prevention coalitions capable of effecting community-level change.

17. Do we need to have 501(c)(3) status?

Your coalition must be incorporated and have 501(c)(3) IRS status in order to apply for funding; or, your coalition may partner with an agency that does and is willing to be the fiscal agent.

Additional Questions & Responses 8/10/18:

18. Are City-Catalyzed initiatives specific to neighborhoods?

City-catalyzed initiatives are not specific to neighborhoods. City-catalyzed refers to initiatives for which it will be appropriate for partners to own and lead implementation efforts because missions, strategic priorities, and existing programming position them to achieve greater impact. If you plan on implementing city-catalyzed initiatives, you should describe how you will impact your target audience.

19. Does each bullet under activities qualify as one strategy? Or, is each initiative a strategy, and it is up to us to determine the number of activities needed to fulfill that initiative?

Coalitions are encouraged to address the number of activities they realistically can implement with the proposed funding. There are no minimums or maximums on the number of strategies/initiatives proposed.

20. Will we need to describe plans for the Speakers Bureau in the narrative? It is implied that all grantees are expected to participate.

No. You do not have to describe plans for this.

21. Do activities under the comprehensive youth substance use media campaign align with the city-wide media plan? Or, is there space for coalitions to adopt this as a strategy to implement in their own community?

This initiative is classified as City-led. Coalitions may propose this as a strategy, and you should describe how you will promote and implement in your own community.

22. Some initiatives are more general than others (e.g., develop opportunities for peer leadership). Will we need to be specific about what we want to do, or is it sufficient to provide examples of past work that fits criteria as well as the framework that will be used to guide program development?

It is acceptable to provide examples of past work to exemplify experience. Proposed funds should be used to expand current initiatives, though, and you should include specifics about what you want to do under this strategy with the additional funding.

23. Does coordinating a Youth Coalition on its own qualify as a strategy?

Coordinating and implementing a youth coalition would benefit, and may be necessary for, implementing a number of initiatives in the plan. This experience should be used to describe implementation of the proposal.

24. What is considered existing community coalition vs. a new community coalition?

A coalition is a community-based collaboration of diverse groups or sectors who agree to work together in pursuit of a common goal--building a safe and healthy community for youth and their families. Funding for a new community coalition is to help form this group where it does not already exist.

25. If an existing community coalition is not funded by BPHC, does that mean we should apply under new coalition?

No. If you are an existing coalition, you should apply for funds to support your work (Part 2).

26. What happens if we were funded previously under the BPHC—no drug funds for several years, but that funding was stopped—does that mean we are an existing coalition? We have continued our work and continued to receive funding under DPH.

If your coalition receives funding in any way and/or is actively working on an issue(s), you should apply as an existing coalition (Part 2).

27. Our coalition targets a specific area within a neighborhood Does MGH and the city want an expanded area for the coalition? Our target area is comparable to the existing community coalitions funded by BPHC.

If this specific area has a need for youth substance use prevention efforts, it is acceptable to target this area. If, however, you believe funds can help expand your capacity to reach other youth in neighboring areas of Boston who are not being served, please describe how you will do so with the increased funds.