



Request for Proposals: Supporting Boston Youth Substance Use Prevention Efforts During Covid-19 Through Innovation and Technology

BACKGROUND:

The Covid-19 pandemic has created new challenges for young people living in Boston. School and program closures are a necessary public health response to the crisis, but have created increased social isolation, stress, and anxiety among Boston youth. As described in the [City of Boston's Youth Substance Use Prevention Strategic Plan](#), these are factors that commonly underlie youth substance use.

Additionally, many organizations that support young people have faced significant challenges during the Covid-19 pandemic. These challenges include modifying programs so that they can be delivered virtually, purchasing technology for staff or youth, and developing new initiatives to help support young people.

To help meet these needs, the Center for Community Health Improvement (CCHI) at Massachusetts General Hospital, in partnership with City of Boston Recovery Services, have identified supporting youth-serving agencies in their Covid-19 response efforts as a priority. The Center for Community Health Improvement will award grants of up to \$25,000 to organizations serving Boston youth, so that they can better support middle- and high-school aged youth during this time.

FUNDING OVERVIEW:

\$250,000 will be given in one-time grants of up to \$25,000 to support organizations and coalitions that serve Boston youth. Proposed projects should focus on using technology or other innovative engagement methods to support middle- and high-school aged youth in Boston. Project proposals may include efforts to:

- Reduce stress among young people
- Promote positive coping skills
- Reduce social isolation
- Increase self-esteem and self-awareness
- Increase youth leadership skills
- Increase access to behavioral and mental health services or supports
- Increase youth engagement with positive adults, organizations, or other young people

Proposed projects could include modifying existing programming (for virtual platforms, or to otherwise comply with physical distancing measures) or creating entirely new projects to engage young people. Given the financial hardship caused by the Covid-19 pandemic, we encourage applicants to consider using part of this grant funding to provide stipends to youth participants.

All proposed projects should include a health equity lens, and aim to reach those most heavily impacted by the Covid-19 epidemic (including Black and Latinx Bostonians, immigrants, and low-income families) and/or those living in most heavily impacted neighborhoods (Dorchester, Mattapan, Hyde Park, East Boston, and Roslindale).

Anticipated Timeline

Description	Date
Request for Proposals (RFP) Released	July 14, 2020
Questions Due	July 23, 2020, 5PM
Frequently Asked Questions (FAQs) Posted	July 28, 2020
RFPs Due	August 7th, 3PM
Notification of Awards	August 28th, 2020
Expected Start Date and Contract Execution	September 1, 2020
End Date	August 31, 2021

Eligibility

- **Please note that proposals from within the Mass General Brigham (MGB) system are NOT eligible for this funding.** Only 501(c) 3 **OR** 509(a) non-profit youth-serving agencies, community coalitions, health care institutions, or local governments are eligible to apply.
- 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 a common goal. Community coalitions connote a type of collaboration that is sustainable over time.
- Project initiatives will be prioritized in most heavily COVID-19 impacted neighborhoods in Boston: Dorchester, East Boston, Hyde Park, Mattapan, and Roslindale.

GUIDELINES ON USE OF GRANT FUNDS:

Grant fees may be used to purchase technology (including computers, cell phones, internet, etc.) and to fund stipends for middle- or high-school aged youth. Grant funds may be used for staff salaries, consultant fees, operating expenses, and indirect costs associated with the project. Indirect costs may not exceed 15% of the direct expenses.

Funds may not be used to build endowments, fund operating deficits, or initiate or influence legislation or elections. Requests will not be considered for construction of new facilities, substantial renovation of existing facilities, or to support capital campaigns. No grants will be made to individuals.

Grantees will be expected to attend capacity-building meetings recommended by CCHI throughout the duration of the funding cycle. At the end of the funding cycle (August 31, 2021), all grantees will be required to submit a one-page report documenting how funds were used. Failure to adhere to the above will impede future funding.

APPLICATION PROCESS:

Funding applicants or fiscal sponsor (if applicable) need to complete the proposal with the information listed below and submit the required attachments to be considered for this grant opportunity.

1. **Cover Sheet – Using the form provided at the end of this document, complete the application cover sheet.**
2. **Proposal Narrative (Up to 2 pages)**
 - a. Describe your organization’s experience serving middle- and high-school aged youth in Boston.

- b. Describe how Covid-19 has impacted your organization's work and/or the young people you serve, and how you have modified your programming during Covid-19.
- c. Describe your proposed project, and how it will support the young people you serve. Please give a brief description of which middle- and high-school aged youth you will engage through the proposed project (age range, neighborhood(s), demographic information). Please explain how your project uses technology or another innovative method to engage young people in Boston.

3. Required Attachments:

- a. **Budget:** Please provide an estimated budget for the proposed project using the budget form at the end of this document. The budget should include line items for each component of the proposal.
- b. **Lead Agency/Fiscal Sponsor Documentation:**
 - i. Copy of current IRS Determination Letter confirming the fiscal agent's 501(c) 3 OR your organization's 509(a) tax-exempt status.
 - ii. Most recent annual audit for the fiscal sponsor or a copy of most recent 990 form.
 - iii. Board-approved organizational budget for the current fiscal year for the fiscal sponsor.
 - iv. If your proposed program serves youth, attach your policy and procedure to conduct CORI and SORI checks.

SELECTION CRITERIA:

Applications will be reviewed based on the following criteria:

1. Strength of proposed project, including ability to connect with middle- and high-school aged young people in Boston.
2. Demonstration of ability to reach those most heavily impacted by Covid-19, including Black and Latinx Bostonians, immigrants, and low-income families, and/or to reach those living in the Boston neighborhoods most heavily impacted by Covid-19 (Dorchester, Mattapan, Hyde Park, East Boston, and Roslindale).
3. Demonstration of a clear and credible track record of working with youth in the community.
4. Willingness and ability to carry out strength-based and culturally competent programming.

SUBMISSION INSTRUCTIONS:

The narrative section should not exceed **2 pages using a 12-point Times New Roman font with 1-inch margins**. Concise applications are encouraged. All completed applications must be received **by 3:00 PM on August 7th**. Incomplete applications and applications submitted after 3:00PM on August 7th will not be considered for funding – no exceptions.

Applicants should email a PDF of the completed application package, including applicant cover sheets, proposal narrative (up to 2 pages), budget forms, and required attachments for each funded partner to MGHDON@partners.org. Please name the PDF with the title of your project.

Questions may be addressed to MGHDON@partners.org and sent in by July 23rd. All questions and responses will be posted by July 28th at <https://www.massgeneral.org/community-health/cchi>. Notices of funding will take place by August 28th.

Funding Application Cover Sheet
Supporting Youth Substance Use Prevention Efforts
During Covid-19 Through Innovation and Technology

Chief Executive Officer (of fiscal agent):		Project Lead:	
Name:		Name:	
Title:		Title:	
Organization:		Organization:	
Address:		Address:	
City:		City:	
State:		State:	
Zip:		Zip:	
Phone:		Phone:	
E-mail:		E-mail:	

Total Project Budget (September 1, 2020 – August 31, 2021):	
Total:	

Certification: We the undersigned, certify that the statements contained herein are true and complete to the best of our knowledge.

Chief Executive Officer (of fiscal agent) Date

Boston Youth Substance Use Prevention

PAGE 1 - BUDGET FORM

Total Project Costs from All Sources

Employee Compensation

Position Title	FTE	Total Project Costs	Other Funding Source(s)	Total Request
1)				
2)				
3)				
4)				
5)				
<i>Subtotal (salaries):</i>				
Payroll Taxes		%		
Fringe Benefits		%		
<i>Subtotal (benefits):</i>				
Total Employee Compensation (salaries + benefits):				

Non-Employee Compensation			
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Operating Expenses

Item	Total Project Costs	Other Funding Sources	Total Request
Office Supplies			
Equipment			
Copying and Printing			
Telephone and Fax			
Postage and Delivery			
Rent			
Utilities			
Office Maintenance			
Program Advertising			
Staff Travel			
Training and Education Supplies			
Staff Training			
Evaluation			
Other Expenses <i>(list and explain on page 2)</i>			
Total Operating Expenses:			

Total Direct Expenses <i>(Total Employee Compensation + Total Non-Employee Compensation + Total Operating Expenses)</i>			
Total Indirect Expenses <i>(may not exceed 15% of Direct Expenses)</i>			
GRAND TOTAL			

Please go to the next page to complete budget justification narrative.

Supporting Youth Substance Use Prevention Efforts During Covid-19 through Innovation and Technology

PAGE 2 - BUDGET NARRATIVE

Please list and explain all project costs to be funded by the Youth Substance Use Prevention grant. For each line item, indicate which collaborator will receive funding to complete the work proposed.

Employee Compensation:

<u>Position</u>	<u>Explanation</u>
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Non-Employee Compensation:

<u>Position</u>	<u>Explanation</u>
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Operating Expenses (including other expenses):

<u>Item</u>	<u>Explanation</u>
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Other Funding Sources:

List ALL other current and pending funding sources related to this project. Please include the amount funded or requested and identify all that are in-kind.