



Topic	Question	Answer
<p>Eligibility</p>	<ol style="list-style-type: none"> 1. What is a coalition? 2. What is a 509(a) organization? 3. Do we need to be a part of a coalition to apply? 4. Are schools eligible to apply? 5. Would an LLC be eligible to apply for this funding opportunity? 6. Would an LLC be eligible to apply through a 501(c)3 fiscal agent with which it closely collaborates? 7. What are the legal responsibilities of a fiscal sponsor? 8. My organization is affiliated with Mass General Brigham (MGB), formerly Partners HealthCare. Are we eligible to apply for this funding opportunity? What if my organization executes the work but we are partnering with MGB? 9. Can we apply in collaboration with another non-profit? 10. Your Request for Proposal (RFP) cover page must be signed by an “Executive Director, CEO, or equivalent of your organization.” Who would be a signatory for a coalition/collaborative? 11. What geographic areas does this funding cover? My organization is headquartered 	<ul style="list-style-type: none"> • (1) 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. 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 sustainable over time. For this funding opportunity, coalitions should demonstrate a clear and credible track record of working with youth in the community. • (2) A 509(a) organization is a public charity that provides operational support to another organization; funding for this type of organization comes from public sources. • (3) If your organization has a non-profit designation—501(c)3 or 509(a)—you are eligible to apply for this funding opportunity. You do not need to be a part of a coalition. • (4) Schools are non-profit organizations and are therefore eligible to apply for this funding opportunity. Keep in mind, the proposal must serve middle- and/or high-school aged youth living in Boston. • (5) If the LLC does not have a 501(c)3 or 509(a) designation, it would not be eligible to apply for this funding opportunity. If it remains an LLC at the time of application, it will also not be eligible to apply. • (6) The LLC would be eligible to apply through a 501(c)3 fiscal agent, but both would have to undertake the work outlined in the proposal.



	<p>outside of Boston, but we serve Boston youth. Are we eligible to apply?</p> <p>12. Our organization works closely with youth from Dorchester, Mattapan, and Roxbury. Roxbury was not in the list of “most heavily COVID-19 impacted neighborhoods of Boston.” Does our proposal need to focus on serving youth only from Dorchester and Mattapan?</p>	<ul style="list-style-type: none"> • (7) Legal responsibilities of the fiscal sponsor would include receiving/administering funds if awarded and reporting out on spending. • (8) Although there may be some affiliated agencies, health centers, (community) or coalitions within the Mass General Brigham (MGB) healthcare system with a 501(c)3 or 509(a) designation, they are not eligible for this funding opportunity. Per Massachusetts Department of Public Health (DPH) regulations, organizations within the DoN applicant’s (Mass General’s) health system cannot apply for these funds. If your organization plans to engage an entity within the MGB system as a project partner, funds cannot be given to those entities and your organization must be sole operator of the project. • (9) Yes, you may apply for this funding opportunity in collaboration with another non-profit organization if you both plan to work together to execute on the proposal. • (10) An acceptable signatory for a collaborative or a coalition is your fiscal agent or conduit. This includes CFOs (Chief Financial Officers). • (11) This funding opportunity covers Boston only. Applicants with proposals based in the most heavily COVID-19 impacted neighborhoods of Dorchester, Roxbury, East Boston, Hyde Park, Mattapan, and Roslindale will be prioritized. If your organization is headquartered outside of Boston (i.e. Malden, Quincy, etc.) but it serves youth <i>living in Boston</i>, then you may apply. However, the proposed initiative must be specific to City of Boston youth. • (12) Roxbury was unintentionally omitted from the "most heavily COVID-19 impacted neighborhoods in Boston" list. Your grant proposal may focus on serving youth living in Dorchester, Mattapan, or Roxbury. This funding opportunity is for Boston youth in any neighborhood.
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**Massachusetts General Hospital (MGH) Boston Youth Substance Use Prevention
Frequently Asked Questions
Request for Proposals (RFP) Process**

<p>Strategy</p>	<ol style="list-style-type: none"> 1. Given the uncertainties COVID-19 has brought to back to school plans, could this grant be used to offer after-school or out-of-school virtual programming? 2. Will our proposal be ranked lower if we serve youth from Boston neighborhoods that are not on the list of “most heavily COVID-19 impacted” neighborhoods? 	<ul style="list-style-type: none"> • (1) Yes, virtual programming is permitted under this grant. The grant could be used to cover the associated cost of any technology or software used to accomplish the proposal’s objective. • (2) Not necessarily - all proposals will be reviewed holistically for merit, with consideration on heavily impacted neighborhoods as mentioned in the Request for Proposals (RFP) document.
<p>Budget</p>	<ol style="list-style-type: none"> 1. Do applicants need to apply for the full amount of available funding? 2. Are individual stipends an allowable expense? 3. Can you provide guidelines on what is considered an appropriate stipend— amount, number of weeks, number of youth given a stipend? 4. What percentage of the grant budget can be used for staff salary and fringe benefits? 5. Do you want the program’s budget, the fiscal sponsor’s budget, or both? Our organization has a new fiscal sponsor as of July 1, 2020. 6. Would an honorarium/donation to a partner organization (as compensation for providing a speaker for a virtual youth event) be eligible for this grant funding? What column should it be listed under on the budget? 	<ul style="list-style-type: none"> • (1) No, applicants do not need to apply for the full amount of available funding (\$25,000). We encourage you to apply only for the amount you need to execute your proposal if it is funded. • (2) Individual stipends are allowed. We encourage applicants to consider using part of this grant funding to provide stipends to youth participants. You may also include incentives such as gift cards for youth to participate in virtual programming. • (3) Stipends are recommended to be kept below \$600 total for one year due to tax reporting purposes. Stipends are allowed if recipients are not completing work that would fall under the role of a paid staff member. Paid staff members are not eligible for stipends. • (4) We have no ceiling/limit specified for staff salary or benefits. However, this should be in line with your proposal and not excessive. • (5) We need the <u>proposal’s</u> budget—what you are proposing to do with the funds you are requesting. We also want the <u>current</u> fiscal sponsor’s budget in the form of the most recent annual audit or a copy of the 990 form. • (6) Yes, an honorarium/donation, as compensation for a speaker at a virtual youth event, is permitted and would be listed under “non-employee costs” on the budget form.



	<p>7. How does MGH define indirect costs?</p>	<ul style="list-style-type: none"> • (7) MGH defines indirect costs as “overhead”—i.e. costs of space, telephone, etc. Indirect costs cannot exceed 15% of your proposal’s direct expenses.
<p>Process</p>	<ol style="list-style-type: none"> 1. My organization’s mission aligns closely with the purpose of this funding opportunity. Could I schedule a meeting with your team? 2. Would an electronic signature from the signatory of our organization (Executive Director, CEO, CFO, etc.) be acceptable? 3. Is there a margin or spacing requirement for the application? 4. Should the RFP number the responses to the questions to be answered? 5. How do I submit my application and what documents should be included? 6. When is the RFP due? 7. What can we expect after we submit the Request for Proposal (RFP)? 	<ul style="list-style-type: none"> • (1) Due to the amount of proposals we are expecting, we are not having individual meetings with applicants. • (2) Yes, electronic signatures are acceptable. • (3) Narrative proposals should not exceed 2-pages using a 12-point Times New Roman font with 1-inch margins. Please ensure your proposal is formatted to be easily reviewed. • (4) Yes, we advise your organization to follow the order of required attachments and narrative proposal questions to ensure the Steering Committee can easily read and fairly weigh your application. • (5) You may submit 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. • (6) The Request for Proposal (RFP) must be submitted by Friday, August 7th by 3 PM to be considered. Incomplete applications and applications submitted after 3PM on August 7th will not be considered for funding—no exceptions. • (7) Once all RFPs are received, after August 7th, a Steering Committee will review all proposals and score each according to the criteria outlined on page 3 in the Request for Proposals. Applicants will receive notices of funding by Friday, August 28th.

For the Request for Proposals (RFP) document, please click [here](#).