

Mini-Grant Operating Procedures ***(Development Disabilities & Behavioral Health)***

Mini-Grant Overview

The Trust mini grant program provides grants of up to \$2,500 for a broad range of equipment, supplies, and services to improve quality of life, increase independent functioning, dental services not covered by Medicaid, and help to attain and maintain healthy and productive lifestyles for Trust beneficiaries.

- Grants are awarded monthly throughout the year.
- Grants are awarded to community organizations to directly benefit individual Trust beneficiaries based on their unique needs and goals.
- These operating procedures cover the mini-grant programs for:
 - Developmental Disabilities
 - Behavioral Health

The Alzheimer's Disease & Related Dementia mini-grant program is administered through a grant directly by the Alzheimer's Resource Agency of Alaska.

Mini-Grant Application Process

- Mini grant applications are collected monthly.
- Applications must be received by the close of business (5:00 p.m. Alaska time) on the 15th of each month. If the deadline falls on a weekend or holiday, the deadline rolls to the next business day.
- Applications received after the deadline will be held for the next application period.
- Applications are submitted through the Trust's grant application portal and can be accessed through the Trust's website.
 - Developmental Disabilities: [Developmental Disabilities - Alaska Mental Health Trust](#)
 - Behavioral Health: [Behavioral Health - Alaska Mental Health Trust](#)
- Mini grants are awarded to an agency on behalf of a beneficiary. Individuals are not eligible to directly receive mini grants.
- All mini-grant applications must include the information below to be considered for funding. Applications will be declined if the information and attachments are missing.

- Please identify how the individual qualifies as a Trust beneficiary. More information about Trust beneficiaries can be found on the Trust website: [Who They Are - Alaska Mental Health Trust Beneficiaries](#).
- Please identify the items or services being requested. If multiple items or services are being requested, they need to be documented in the request.
- Please provide a clear and strong connection between the beneficiary being served and how the proposed funding will directly benefit or improve their quality of life.
- Please identify other private or public assistance the beneficiary can access, such as Medicaid or private insurance. If an item or service is requested that is typically covered through one of these other sources, the application must describe why these sources are not available to pay for the requested items or services.
- Please provide a detailed quote or other documentation that lists the cost of the item or service requested and includes any shipping or additional fees.

Mini-Grant Documentation Process

- Following the monthly grant application deadline, the Trust's contractor will download all submitted applications and supporting documentation from the online grant application portal.
- Before reaching the PEC the contractor will conduct an initial screening of the submitted applications. All requests will be marked as COMPLETE or INCOMPLETE, and if judged INCOMPLETE, the reason will be noted.
 - INCOMPLETE applications will be declined following the scheduled review committee meeting.
- The contractor will prepare all applications and attachments for the proposal evaluation committee (PEC) and a summary spreadsheet listing information about all requests and their respective COMPLETE/INCOMPLETE status.

Mini-Grant Proposal Evaluation Process

- Within 21 days of the application deadline, a proposal evaluation committee (PEC) will meet to review the submitted grant applications.
- The PEC will consist of three voting members. These members will be a combination of Trust staff and/or representatives of the Trust's statutory advisory boards (Governor's Council on Disabilities and Special Education, the Advisory Board on Alcoholism and Drug Abuse, the Alaska Mental Health Board, and the Alaska Commission on Aging).
- The PEC will receive the grant applications, supporting documents, and a summary spreadsheet containing all requests, including their COMPLETE/INCOMPLETE status.
- Grants designated as INCOMPLETE will be declined following the scheduled review meeting with the applicant organization notified of the reason it was so designated.
- The PEC will evaluate all COMPLETE requests ensuring that the proposed items or services align with the best interests and unique needs of the Trust beneficiaries. The

PEC will vote to approve or decline each request. Requests that receive an approval vote of at least two PEC members will be granted. Grants may also receive partial funding as recommended by the PEC.

- Applications are prioritized based on the beneficiary's needs and specific criteria such as the DD grant guideline's funding priority list. In situations demanding further prioritization due to limited funds, applications may be assessed using recognized frameworks like Maslow's hierarchy of needs."
- For requests that are not awarded, the PEC will provide the contractor with the reason for declination that can be relayed to the applicant organization.
- If a PEC member identifies a potential conflict of interest due to overlapping interests with community organizations or any other reason, they are obligated to recuse themselves from the decision-making process related to that specific application.

Mini-Grant Award/Declination Process

- Within ten (10) days of the PEC meeting, the contractor will notify the applicant organization by email of the funding decision and any additional information the PEC provided.
- In cases of declination, a specific declination language will be crafted to provide clear reasons for the decision.
- Within 14 days of the PEC meeting, the contractor will provide a grant agreement to the applicant organization for review and signature. This grant information will specify the items or services approved for funding and the approved amounts.

Mini-Grant Close-out Process

- The organization awarded the grant on behalf of a beneficiary will be responsible for purchasing the item or service approved for funding.
- Agencies must document how the funds were spent within 45 days of the award date. Documentation consists of an invoice or a billing statement from a vendor showing the items purchased or service provided and a check copy or other proof of purchase showing payment to the vendor.
- An extension may be requested via email in cases where the goods or services cannot be obtained within 45 days.
- Following successful documentation of how the funds were spent, the contractor will close the mini grant.
- Following the closure of the mini grant, the organization will receive a \$100 administrative fee. This fee is to compensate the organization for the administrative time in overseeing the mini grant. This fee will be paid to the organization following the successful closure of the grant.

General Notes

- To ensure equitable distribution of resources and benefit as many beneficiaries as possible, individual beneficiaries are limited to one approved mini grant per fiscal year (July 1 to June 30)
- If the grant request for an individual beneficiary is declined, they are still eligible to have requests submitted on their behalf as soon as the next application period.
- Community agencies will be limited to 3 mini grant applications monthly, 36 in a fiscal year. Each site may submit up to 3 mini grant applications for organizations with multiple geographic locations per month.
- For dental grants, depending on the nature of the dental work required, mini grants may be approved for amounts greater than the \$2,500 limit. This will be assessed on a case-by-case basis. This is the only exception to the \$2,500 limit.
 - Situations where dental needs exceed typical procedures, due to rarity, urgency, or complexity, and where addressing such needs is critical to the individual's overall well-being. Each case will be assessed individually to ensure flexibility in addressing unique circumstances.
- If grant funds are not used for their intended purpose, corrective actions will be taken. This may include reclaiming the funds, discontinuation of future grants, or other measures as per our guidelines.

Trust Contact

Please double-check the list above and make sure everything is complete. Following each step helps your application process faster. Thanks for your attention to detail! For questions about the mini grant programs, please contact:

Developmental Disabilities Mini Grants: Carrie Predeger (carrie.predeger@alaska.gov)

Behavioral Health Mini Grants: Lucas Lind (lucas.lind@alaska.gov)