

Behavioral Health Mini Grant Guidelines & Required Documentation

About the Mini Grants	
What are the Mini Grants?	<p>The mini grant program provides beneficiaries of the Trust with a broad range of equipment, supplies, and services to improve the quality of life, increase independent functioning, and help them attain and maintain healthy and productive lifestyles.</p> <p>The Trust awards mini grants, up to \$2,500 per beneficiary, depending on need, with a limit of one grant per fiscal year (July 1 - June 30). Mini grants are awarded to an agency on behalf of a beneficiary.</p> <p>Behavioral Health mini grants are awarded monthly throughout the fiscal year.</p>
Who is eligible for a Behavioral Health Mini Grant?	<p>For the Behavioral Health mini grant program, beneficiaries of the Trust include the following broad groups of individuals:</p> <ul style="list-style-type: none"> • People with mental illness, • People with chronic alcoholism and other substance related disorders, and • People with traumatic brain injury resulting in permanent brain damage.
Who can apply for the Behavioral Health Mini Grant?	<p>The Trust is not able to grant directly to an individual or their family member, so an agency must apply on behalf of the beneficiary and be responsible for accepting the grant funds if awarded.</p> <p>Community agencies may access the online application via the Trust's website at: https://alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/grants/mini-grants/behavioral-health/</p> <p>All applying organizations must have a current state of Alaska business license.</p> <p>Also, organizations may not apply for funds that will go to pay for items or services provided by the applicant organization.</p>
When are applications accepted?	<p>Applications are accepted monthly throughout the year. The application deadline for requests is <u>5pm on the 15th of each month</u>. If the deadline falls on a weekend or holiday, the deadline rolls to the next business day.</p>

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Can a community agency seek more than one grant?	<p>Community agencies will be limited to three (3) mini grant applications per month, for a total of 36 per fiscal year (July 1 through June 30).</p> <p>Organizations with multiple geographic locations may submit up to three (3) mini grant applications per month per location.</p>
How are grant decisions made?	Each grant request is reviewed by a committee and funding decisions are made based upon the application information and the available grant funding for that period.
Important Application Guidelines	
By submitting a mini grant application, the applying agency is attesting that to the best of their knowledge:	<ul style="list-style-type: none"> • The individual that the application is for meets the definition of a Trust beneficiary, • The items or services being requested could not be purchased with another funding source such as Medicaid, private insurance, or any other grant program, • There is a clear and strong connection between the beneficiary being served and how the proposed funding will directly benefit or improve their quality of life.
What needs to be included with a mini grant application?	<p>Each mini grant application must have the required supporting documentation to be considered for funding:</p> <p>Cost estimate</p> <p>The cost estimate must describe the cost of the item(s) or service(s) being requested and should be prepared by the vendor or directly from the vendor's website.</p> <p>The estimate should include any estimated shipping, delivery, or other costs associated with the request.</p>
Can applications be submitted for more than one item or service?	<p>Yes, multiple items or services can be requested in a single application, but each should be prioritized from highest to lowest need.</p> <p>It is common for requests to be partially funded, so this information is very important.</p>
Is the submission of Protected Health Information required to apply?	As part of the mini grant processes, the Trust is not requesting any documentation regarding the diagnosis or other Protected Health Information (PHI) regarding the applicant individual.

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	<p>Your organization, as the entity working directly with the individual, is being asked to make sure to the best of your ability that they qualify as a Trust beneficiary. Your organization may gather documentation, such as diagnosis forms, letters of support, and medical records, but this information is not needed as part of the application process and is not to be included with this application.</p>
Can an application be expedited or reviewed on an emergency basis?	<p>Due to the volume of requests this program receives and the turnaround time to administer the grants monthly, we are not able to consider requests on an expedited basis.</p>
What are examples of allowable items or services?	
Dental Services and Equipment	<p>Dental requests will be considered on a case-by-case basis.</p> <p>All requests for dental services must contain the following to be considered:</p> <ul style="list-style-type: none"> • A statement in the application describing in general terms the services to be provided and the cost of those services. • A statement in the application that the beneficiary has exhausted any other available funding sources (Medicaid, private insurance, etc.). • An explanation of how any dental costs that exceed the Trust funded portion will be paid for. <p>Grants of up to \$250 are available to obtain an estimate. These grants are the exception to the one grant per fiscal year guideline. Once a dental treatment plan has been established and reviewed by the applying agency or provider, a second request for dental work is submitted. Depending on the nature of the required dental work, grants may be approved for amounts greater than the \$2,500 limit.</p> <p>Please remember that the mini grants may not be used to reimburse for any services that have already been received, and this includes payment for dental work.</p>
Computers/ Laptops	<p>Requests for computers and laptops will be funded up to \$500, which includes a printer. Exceptions to the \$500 limit may be made for individuals requiring high-end computers to run voice recognition software or other adaptive technology. Requests for software will be evaluated on a case-by-case basis; however, the need must be clearly justified. Proposals must demonstrate that the beneficiary is in stable recovery status.</p>

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Housing Assistance	<p>Mini grants for housing assistance are limited to funding for a security deposit and/or first and last month's rent. Housing assistance requests must include a copy of a lease that clearly shows the costs requested for Trust payment.</p>
Vehicle Repairs	<p>Requests for vehicle repairs will be considered with an estimate from a licensed repair shop. The extent of the repairs requested is balanced against the age and value of the vehicle. Consideration is given to the importance of the vehicle in the beneficiary's life, such as continuing treatment, work, and independence in the community, and whether the beneficiary owns the vehicle. Replacement tires qualify for consideration of funding.</p> <p>For these requests, the application must include current copies of the applicant's driver's license, vehicle registration, and proof of vehicle insurance.</p>
Beds	<p>Requests for mattresses and bed frames will be considered up to \$750 for a standard mattress and frame.</p> <p>Specialized mattresses and frames will be considered on a case-by-case basis if the applying agency is satisfied there is sufficient need.</p>
Clothing	<p>Requests for new clothing will be considered up to \$500. Higher amounts for specialized work clothing or severe weather outerwear may be considered case-by-case with an appropriate justification.</p> <p>Please note: Clothing up to \$500 is not required to have a cost estimate. If the application includes a request for specialized clothing that exceeds \$500, the cost estimate must be included.</p>
House Furnishings/Household Goods	<p>Requests for home furnishings, such as sofas and tables will be considered up to \$750 per beneficiary, provided the housing situation is stable. Requests for beneficiaries on a waiting list for housing will not be funded until the beneficiary is stable.</p> <p>Televisions may be requested; however, if approved, there is a \$250 limit.</p> <p>General household goods, such as cookware and linens, will be considered up to \$750.</p>

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	General household goods up to \$750 are not required to have a cost estimate.
Home Improvements or Environmental Modifications	<p>Requests for home improvements or environmental modifications will be considered if they:</p> <ol style="list-style-type: none"> 1) Enhance a beneficiary's ability to live independently or access the community, <p>OR</p> <ol style="list-style-type: none"> 2) Support the beneficiary's health or safety needs, like installing special locks or alarms. Ideally, home improvements or environmental modifications will be permanent fixtures. If it's a temporary modification, demonstrate its portability if the beneficiary moves. For rented homes, a landlord's approval for the modification is needed. <p>When submitting a request, provide cost estimates for both labor and materials. Additional information may be requested if necessary.</p> <p>Required documentation for this type of request:</p> <ul style="list-style-type: none"> • Documentation of proof of ownership or a written statement from the property owner (i.e., landlord) approving the requested improvement or modification; and • an explanation of who (individual or company) will perform the labor for the improvements or modifications to the home or vehicle, their relevant qualifications, and the projected timeline for completion; and • a cost estimate for all supplies and labor, including shipping costs, if applicable; and • a statement on how additional expenses will be paid if the cost estimate exceeds the requested grant amount.
Equipment/Tools	<p>Requests for work equipment and tools will be considered for those in stable recovery status who have a letter of support from their employer or vocational rehabilitation provider.</p> <p>For beneficiaries interested in establishing their own business, please contact the Microenterprise Grant Program</p>

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	(https://www.uaa.alaska.edu/academics/college-of-health/departments/center-for-human-development/megrant/index.cshtml).
Service Animals	Requests for service animals and training will be considered case by case. Please refer to the Service Animal Funding Guidelines on the grant website for additional information.
Other Items or Services not listed	All mini grant applications will be reviewed on an individual basis, so if an item or services is not listed, it would still be considered for funding.
What are examples of items or services that are NOT allowed?	
Gift Cards/ Certificates and Gas Cards	Gift cards, gift certificates, and gas cards will not be funded through this program.
Reimbursements	Requests to reimburse goods or services already purchased or rendered will not be funded.
Direct Medical or Behavioral Health Treatment	In general, requests will not be considered that fund direct medical or behavioral health treatment.
Vehicles and Related Expenses	Requests for the purchase of a vehicle, vehicle fuel, vehicle insurance, and/or general operational expenses will not be funded.
Ongoing Housing-Related Expenses	Ongoing housing-related expenses, such as monthly rent, mortgage, and/or utility payments, will not be considered for funding.
General Education-Related Expenses	General tuition, tutoring, and incidentals (i.e., textbooks) will not be considered for funding.
Questions?	
For more information about the mini grant program, please email us at minigrants@mhtrust.org .	