

BH & I/DD Mini Grant Program | **PROGRAM GUIDELINES**

Managed & Administered by Information Insights on behalf of the Alaska Mental Health Trust Authority

About the BH & I/DD Mini Grant Program

What are the Mini Grants?	
The Mini Grant program provides beneficiaries of the Trust with a broad range of equipment, supplies, and services to improve quality of life, increase independent functioning, and help attain and maintain healthy and productive lifestyles. Mini grants are awarded depending on need, with a limit of one grant per fiscal year (July 1 - June 30) up to \$3,000 per beneficiary. Mini Grants are awarded to a community agency on behalf of a beneficiary. Mini Grants are awarded on a rolling monthly cycle throughout the fiscal year.	
Who is eligible for a Mini Grant?	
For the Behavioral Health (BH) Mini Grant program, beneficiaries of the Trust include Alaska residents within the following broad groups of individuals: • People with mental illness, • People with chronic alcoholism and other substance related disorders, and • People with traumatic brain injury resulting in permanent brain damage.	For the Intellectual and Developmental Disabilities (I/DD) Mini Grant program, beneficiaries of the Trust include Alaska residents within the following broad groups of individuals: • People with intellectual and developmental disabilities, and • Youth enrolled in early intervention or an infant learning program.
For more information on who a Trust beneficiary is: https://alaskamentalhealthtrust.org/beneficiaries/who-they-are/	
Who can apply for Mini Grants?	
A community agency must apply on behalf of a Trust beneficiary and be responsible for accepting and administering the grant funds, if awarded. Eligible community agencies are foundations, tribal entities, nonprofits, corporations, and sole proprietorships*.	

**If you are a sole proprietorship, there must be an established business name (ex: DBA) other than your legal name.*

All applying community agencies **must** have:

- An active State of Alaska business license, **except for** tribal entities;
- A business bank account with one or more affiliated payment methods (credit card, debit card, checks);
- Internal capacity to accept grant funds, as well as complete, track, and report on grant purchasing, including any required refunds of unused grant funds.

Community agencies may **not** apply for funds that will go to pay for items or services provided by the applicant community agency.

Community agencies may access the online application via the Trust's website at: <https://alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/grants/mini-grants/>

An individual (beneficiary, family member, friend, caregiver, etc.) **cannot** apply directly.

Government entities (City, Borough, State, Tribal, and Federal) are eligible to apply but typically encounter barriers around internal ability and capacity to accept and spend awarded grant funds. If you are a government entity, please ensure your entity's internal processes align with program requirements before submitting a mini grant application.

When are applications accepted?

Mini Grant applications are accepted and awarded on a **rolling monthly cycle** throughout the fiscal year, with each monthly cycle aligning with a calendar month.

Applications **must be submitted by 11:59pm AKT the last day of each month** to be considered for that month's cycle, regardless of if that last day falls on a holiday or a weekend. Applications submitted after the last day of the month will be collected for the following monthly grant cycle.

Example: October FY27 Application Cycle = October 1st – 31st, 2026

- October 30th is the final business day of the month
- Applications submitted on or before 11:59pm on Saturday, October 31st would be considered part of October cycle
- Applications submitted on or after 12:00am on Sunday, November 1st would be considered part of November cycle

Can a community agency seek more than one grant?

Community agencies are limited to **five (5) mini grant applications per month**, for a total of 60 per fiscal year (July 1 through June 30).

For community agencies with multiple physical office locations, each location may submit up to five (5) mini grant applications per month. **Note:** This limit is per physical office location, not per community served.

How are grant decisions made?

Each grant request is reviewed through a prioritization matrix and decision-making criteria developed by the Trust and Information Insights. Each request is reviewed alongside others in the monthly batch, and funding decisions are impacted by the amount of available grant funding.

It typically takes 2-3 weeks following the monthly collection for applications to be reviewed and for the funding decisions to be made. Funding decisions will be communicated by email to the applying agency contact.

Please reach out to minigrants@iialaska.com with questions or requests for amendments or reconsiderations to funding decisions.

If awarded a mini grant, what is the community agency responsible for?

After a mini grant is approved, the awarded community agency receives a grant agreement that outlines the terms of the grant award. If accepting the grant award, the grant agreement must be signed and returned within 30 days. Once Information Insights receives the appropriately signed grant agreement, the community agency will receive the approved grant amount for purchasing the item(s) or service(s) laid out in the grant agreement.

Community agencies must document how funds were spent within 60 days of receiving the grant funds. Expense documentation requirements are provided to awarded agencies to guide purchasing. An extension may be requested in cases where the items or services cannot be obtained within the 60-day period.

The community agency will receive a \$100 administrative stipend upon successful submission of all required final expense documentation.

Important Application Guidelines

By submitting a Mini Grant application, the applying community agency is attesting that, to the best of their knowledge:

- 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?

Each Mini Grant application must have the **required supporting documentation** to be considered for funding. This information is **laid out within each category of allowable items / services** in the next section of these guidelines, and this may include vendor cost estimates, specific statements to be made within the application narrative, additional required attachments, and more.

A vendor 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. The estimate should include any estimated shipping, delivery, taxes, and other costs associated with the request.

If an item or service is requested that is typically covered through another source (private insurance, Medicaid, Medicare, other grant funds, etc.), the application must describe why these sources are not available to pay for the requested items or services.

If an item or service is requested that exceeds the \$3,000 grant maximum OR exceeds a specific category limit, the application must describe how any costs that exceed the grant-funded portion will be paid for (beneficiary / family, other grant funding, other agency funds, etc.).

Can applications be submitted for more than one item or service?

Yes, you may choose up to three (3) categories of item(s) or service(s), in order of highest priority.

First Priority item(s) or service(s) will be considered first for funding.

Second and Third Priority item(s) or service(s) will be considered as funding is available.

It is common for requests to be partially funded, so this information is very important.

Is the submission of Protected Health Information (PHI) required to apply?

As part of the Mini Grant processes, Information Insights is not requesting any documentation regarding the diagnosis or other Protected Health Information (PHI) of the beneficiary.

Your community agency, 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 community agency 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 submitted with an application.**

What Is NOT Considered PHI:

General statements that an individual qualifies as a Trust beneficiary, without any accompanying health information or identifiers, are not considered PHI.

Vendor Cost Estimates and other supporting documentation, where needed, may display the beneficiary's name and address (examples: dental treatment plans, vehicle repair quotes, proof of home ownership, etc.)

Can an application be expedited or reviewed on an emergency basis?

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.

Examples of Allowable Items or Services:

Assistive Technology, Computers, and Other Electronic Devices

Requests for **assistive technology** will be considered for funding if the application demonstrates how the device(s) will enhance the beneficiary's quality of life and

increase their independence. Please note whether or not the beneficiary has experience using the device(s) previously with success. A vendor cost estimate is required.

Requests for **computers**, such as desktops, laptops, netbooks, and tablets, will be considered for funding up to \$1,000, including peripherals, software, and accessories (printer / scanner, monitor, keyboard, mouse, external hard drive, warranty, applications, MS365, case screen protector, cords, etc.). A vendor cost estimate is not required for standard computers and peripherals, software, and accessories. However, the application must still identify the specific item(s) being requested.

A computer above the \$1,000 limit may be requested when there is a need for a higher-end computer to run voice recognition software or other adaptive technology. Requests must clearly justify the need for specialized equipment, and a vendor cost estimate is required.

Requests for **other electronic devices** will be considered if there is a clear and strong connection between the requested device and the beneficiary's quality of life. Other electronic devices may include a television (TV), a phone (home or cell), soundbar / speaker, headphones, etc. If the electronic device **exceeds \$250**, a vendor cost estimate is required.

Beds

Requests for mattresses and bed frames will be considered up to \$1,000 for a standard mattress and frame. No vendor cost estimate is required.

Specialized mattresses and frames will be considered on a case-by-case basis if the applying agency is satisfied, and there is sufficient documented need in the application. A vendor cost estimate is required.

Headboards, footboards, and bed frames with built-in storage will be considered on a case-by-case basis if there is sufficient documented need. A vendor cost estimate is required.

Classes, Trainings, and Specialized Conferences

Requests for classes, training, or specialized conferences will be considered on a case-by-case basis depending upon the relation to the beneficiary's plan of care or vocational rehabilitation plan and if no other funding source is available. Examples could include:

- Driver's Education courses
- CDL trainings
- Professional Development Opportunities (conferences, certifications, classes)
- Classes / Lessons (swimming, karate, skiing, music, etc.)
- Community Engagement Opportunities

A vendor cost estimate is required.

General education and education-related expenses will **not** be considered for funding.

Clothing

Requests for clothing will be considered up to \$750. This category includes sensory clothing, everyday clothing, winter gear, shoes / boots, hats / mittens, work / interview clothing, etc.

If an individual item **exceeds \$150**, a vendor cost estimate is required. The application must still identify the specific items being requested, even if they do not require a vendor cost estimate.

If requesting an amount higher than the category limit, (for example: specialized work clothing or severe weather outerwear), the request may be considered case-by-case with an appropriate justification and vendor cost estimate(s).

Dental Equipment and Services

Dental requests will be considered on a case-by-case basis. All requests for dental services must contain the following to be considered:

- A dental treatment plan prepared by the provider that itemizes the intended dental work, including individual costs, insurance coverage, and total patient responsibility.
- 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.

If needed, grants of up to \$500 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 can be submitted.

Reminder: If any dental services are rendered and/or any (pre)payment for dental work is made prior to receiving an official notification of award (aka grant agreement), those services and (pre)payments would be considered a reimbursement and would no longer be eligible for mini grant funding. Please plan your and the beneficiary's application timing accordingly.

Equipment and Tools

Requests for **personal equipment and tools** will be considered for funding if the application demonstrates how the requested item(s) will enhance the beneficiary's quality of life and increase their independence. This may include items such as snowblowers, lawnmowers, tools & supplies for DIY home maintenance, etc. A vendor cost estimate is required.

Requests for **employment equipment and tools** will be considered for those who have a letter of support from their employer or vocational rehabilitation provider. A vendor cost estimate is also required.

For beneficiaries interested in establishing their own business, expanding their existing business, or acquiring an existing business, please contact the Microenterprise Grant Program-- <https://www.uaa.alaska.edu/academics/college-of-health/departments/center-for-human-development/megrant/index.cshtml>

Furniture

Requests for home furniture will be considered up to \$1,500. This category includes sofas, chairs, dressers, tables, etc. If an individual item **exceeds \$500**, a vendor cost estimate is required. The application must still identify the specific items being requested, even if they do not require a vendor cost estimate.

The application must also clarify the beneficiary's housing situation (ex: rents vs owns; lives with family, has housemates, lives alone, resides in an assisted living / group home, etc.)

Requests for beneficiaries on a waiting list for housing will not be funded until the beneficiary's housing is stable.

Home Improvements and Environmental Modifications

Requests for home improvements or environmental modifications will be considered for both renters and homeowners if they enhance the beneficiary's ability to live independently or access the community, and/or support the beneficiary's health or safety needs. Examples include:

- Safety alarms and locks
- Fencing and gates to prevent elopement
- Wheelchair / accessibility ramps
- Accessibility / mobility upgrades
- Essential repairs (water, heating, doors / windows)
- Essential major appliances (heat, water, food prep / storage, hygiene)

Required documentation for this type of request:

- An explanation of who (individual or company) will perform the labor for the improvements or modifications to the home, their relevant qualifications, and the projected timeline for completion
- A vendor cost estimate for all supplies and labor, including shipping costs
- If a renter – the application must demonstrate why the request falls outside of the homeowner's / landlord's responsibility, and the application must include a statement of landlord awareness and approval of the requested improvements or modifications
- If a homeowner – the application must include proof of home ownership (ex: mortgage statement, deed, etc.)

Household Items

General household goods, such as cookware, linens, countertop kitchen appliances, toiletries, lamps, area rugs, bedding, etc., will be considered up to \$750.

If an individual item **exceeds \$150**, a vendor cost estimate is required. The application must still identify the specific items being requested, even if they do not require a vendor cost estimate.

Medical, Vision, and Hearing Equipment and Services Physical, Occupation, and Speech Therapy Equipment and Activities

Requests will not be considered that fund direct general medical treatment or therapies.

Requests that address health, well-being, or safety will be considered:

- Medical equipment, including shower chairs, air purifiers, heating / cooling pads, travel wheelchairs, high-power food processors, etc.
- Vision equipment and services, including specialized corrective lenses
- Hearing equipment and services, including hearing aids
- Physical, occupational, and speech therapy equipment
- Therapeutic activities*, including pool passes, equine therapy, etc.

A vendor cost estimate is required for all requests in this category. In addition to a cost breakdown, the estimate should also reflect any relevant insurance coverage, or the application narrative should clarify this. The application narrative should also include an explanation of how any costs that exceed the Trust-funded portion will be paid for.

*If requesting funding for therapeutic activities, the application narrative must clearly connect the requested activity to the beneficiary's therapeutic needs. Please refer to the *Classes, Trainings, and Specialized Conferences* section below for details on requests that include general activities / lessons (swimming, karate, skiing, etc.).

Rental Assistance - *establishing new rental housing only*

Mini Grants for rental assistance will be considered for **establishing new rental housing** and are limited to funding the up-front rent amount required to move in (aka pro-rated first month's rent and possibly last month's rent, where required). The application narrative must clarify the beneficiary's plan for paying ongoing monthly rental costs throughout the lease.

Rental assistance requests must include either a copy of a potential lease or a landlord statement of intent to lease that clearly states the required move-in cost(s).

Reminder: If the move-in date occurs prior to receiving an official notification of award (aka grant agreement), the requested move-in costs would be considered a reimbursement of services already rendered and would no longer be eligible for mini grant funding. Please plan your and the beneficiary's application timing accordingly.

Rental assistance requests will **not** be considered for funding security deposits or other non-rent move-in costs (application fees, pet fees, utility hookups, etc.) or ongoing rental costs (monthly rent, utilities, etc.).

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, including required supporting documentation.

Requests for emotional support animals or therapy animals will not be considered.

Vehicle Repairs, Tires, and Maintenance

Requests for vehicle repairs and/or maintenance will be considered with a vendor cost estimate from a licensed repair shop. Vehicle tires will also be considered with a vendor cost estimate from a licensed repair shop or tire vendor.

Consideration is given to the importance of the vehicle in the beneficiary's life, such as continuing treatment, work, and independence in the community.

For these requests, the application must include clarification of who owns the vehicle, as well as your agency's confirmation that you've verified that the owner of the vehicle has ALL of the following:

- A valid driver's license,
- An active vehicle registration, **AND**
- Active vehicle insurance that meets minimum state liability requirements

Requests will not be considered that fund vehicle repairs resulting from an accident, unless there is clear documentation that the vehicle insurance does not cover the requested repairs.

Grants of up to \$500 are available to obtain an estimate. These grants are the exception to the one grant per fiscal year guideline. Once a repair quote has been established and reviewed by the applying community agency, a second request for vehicle repairs can be submitted.

Other Items and Services Not Listed

All Mini Grant applications will be reviewed on an individual basis, so if an item or service is not listed above, it may still be considered for funding. A vendor cost estimate is required.

Please refer to the list of items that will not be considered for funding (below).

Non-Allowable Items and Services

The following list of items and services will not be considered for funding, no exceptions.

Direct Medical Treatment and Therapies	
Requests will not be considered for direct medical treatment or therapies. This includes doctor visits, prescriptions, physical / occupational / speech therapy, medical procedures, mental health therapy, substance recovery treatment, etc.	
General Education-Related Expenses	• K-12 School Fees • Homeschooling Fees • University or College Tuition • Tutoring Services • Textbooks
Gift Cards	• Gift Cards • Gift Certificates • Gas Cards
Housing-Related Expenses	• Monthly Rent • Mortgage Payments • Utilities • Parking • Pet Fees • Housing Applications / Fees • Security Deposits

Reimbursements

Requests to reimburse goods or services already purchased or rendered will not be funded. A good or service is considered a reimbursement if it is purchased or rendered prior to the date the applying agency contact receives the notification of award (aka, the grant agreement).

Safety Advisory Restrictions

Items included but not limited to in this category are based on advisories, warnings, or guidelines from recognized health and safety organizations, including but not limited to the Food and Drug Administration (FDA), American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC), etc.

- Teething Beads & Sensory / Chewable Jewelry
- Small Magnets / Magnet Sets
- Inflatable Pool Toys / Water Wings
- Trampolines
- Hoverboards
- ATVs (for children under 16)
- Sleep Positioners
- Crib Bumpers
- Infant Walkers
- *Others as determined by Information Insights and the Trust*

Vehicle-Related Expenses

- Purchase of new or used vehicle (includes RVs, 4-wheelers, ATVs, etc.)
- Fuel
- Insurance
- Registration
- DMV Fees
- Accident-related repairs that could be covered by an insurance claim

Other

- Court Fees
- Debt
- Items on Layaway
- Payment Plans / Recurring Bills
- General Groceries & Food Items