



January 3, 2012

Dear Stakeholder:

The Ohio Empowerment Coalition (OEC) is announcing an opportunity for our peers and community leaders to come together to celebrate mental health recovery in your region. We strongly support regional events to increase inclusion and highlight regional initiatives. We welcome your interest and participation in these efforts.

We are enclosing our Request for Proposal (RFP), "Coming To Your Community," for your consideration in submitting an application to host or co-sponsor a regional event. As outlined in the RFP, we are accepting proposals from organizations which are 501(C)(3) non-profit consumer-operated agencies or which proactively include consumers in the decision-making process. Our goal is to fund four regional events in Northwest, Northeast, Southeast and Southwest Ohio. The events must be scheduled and occur between July 1, 2012 and September 15, 2012.

To provide you with the support you may desire, we are offering an Informational Meeting in Columbus on January 25, 2012, to walk through the application and answer any questions you may have. Your attendance at this meeting is encouraged but not mandatory for submitting a proposal. More detailed information will be sent to you if you indicate your interest on the attached "Indication of Interest" form.

Please complete and return the attached "Indication of Interest" to OEC if you anticipate submitting a proposal and/or are interested in attending the Informational Meeting. This will allow us to provide information to you and other potential applicants in your region for possible collaboration. An important feature of regional events is to increase the sharing of talents and to highlight a variety of regional initiatives.

We appreciate your support.

Sincerely,

Pam Oechsle, Co-Chair

Steven Miles Copper, Co-Chair

Jack Cameron, Executive Director

## **Indication of Interest**

If you anticipate submitting a proposal, please complete the following and return to OEC by January 17, 2012

\_\_\_\_\_ **YES I/We anticipate submitting a proposal**

Contact Person: \_\_\_\_\_

Organization or Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_

County: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

**I/We are interested in attending the Informational Meeting on January 25, 2012. .**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Please return to OEC by January 17**

RFP Indication of Interest  
Ohio Empowerment Coalition  
6797 N. High Street, Suite 238  
Columbus, Ohio 43085-2533

Questions:  
Contact OEC at 614-310-8054  
or Toll Free 1-877-643-6701



### **COMING TO YOUR COMMUNITY**

The Ohio Empowerment Coalition (OEC) strongly supports regional initiatives and inclusion. To encourage our goal of consumer awareness, recovery and community involvement, OEC is accepting proposals for sponsorship of four regional events in the Northeast, Northwest, Southeast and Southwest areas of Ohio. Please see Attachment #1 for a list of counties in each region.

If your organization is a 501 (C)(3) non-profit consumer operated and run agency or proactively includes consumers in the decision making process, you are eligible to apply for approximately \$8,000, contingent upon funding, to hold a regional one-day recovery event before September 30, 2012.

Agencies and organizations in which OEC Board of Directors members, OEC staff, including individuals under contract with OEC, are employed as staff or serve on the organization's Board of Directors, are not eligible to apply for or receive these funds. We encourage affected organizations to partner with other community agencies interested in applying. OEC Board and staff members have been informed of OEC's conflict of interest policy, agree to comply with the policy, and should make known their connections to consumer operated services and other non-profit organizations interested in applying for the funds.

Use your imagination! What type of a one-day event would best represent your regional peers, showcase regional initiatives as well as address the obstacles to informed choice, enhanced recovery and consumer awareness? Are there other consumer operated services in your region you can work with to jointly submit a proposal?

### **MINIMUM OUTCOMES**

To be considered, a proposal must address each of the following seven minimum outcomes:

1. Events will identify and address regional needs and include activities in support of recovery, advocacy/education, leadership development, and cultural demographics of the region.

Every region in Ohio has different needs. As we look around Ohio, we find small rural communities and large metropolitan areas. Monroe County in southeast Ohio, on the banks of the Ohio River directly across from West Virginia, has a population of 14,058 people while Cuyahoga County (Cleveland area along Lake Erie) has 1,275,709! We all do not have the same

needs or what we want for an event. What are your local and regional needs? What is the best way to address your needs? Your organization might decide to have a picnic or hold a one day conference with workshops and a speaker. Whatever you do must focus on your local needs and recovery!

2. A Regional Planning Committee will include the Regional Coordinator as Liaison to OEC and constituents from at least three (3) counties in the region.

What a better way to spread the word of the consumer movement in our regions than to sit down at the table together and plan an event! Empowerment is about learning together and sharing our talents. Think ahead about how you will form a Regional Planning Committee, where you will meet, and how many meetings you will need. OEC's Project Director and Regional Coordinators will serve as liaisons between your event and the OEC.

3. A Marketing Plan will be developed for distribution of event information to all regional counties. This includes distribution of OEC and regional resources and marketing materials at your event.

There are several levels to an effective Marketing Plan. Marketing includes activities that start before an event to let peers and community leaders know something exciting is going to happen. Others occur at the event with the distribution of materials and handouts. OEC will take the lead by providing your event with sample letters you can use to solicit donations or in-kind contributions. At your event, OEC will also provide folders for each participant with updated information on the consumer movement, recovery and consumer operated services and activities. We will further sponsor a drawing, with winners receiving full scholarships to the 2013 Annual OEC Statewide Conference!

At the regional level, marketing involves spreading the word. Your Regional Planning Committee needs to take the lead on informing other friends, community leaders and peers in your region. Will you have the leadership and commitment to market your event? Do you have some new and exciting marketing ideas?

4. The event will have a minimum of 100 participants.

OEC is invested in working with regional peer organizations and developing an Ohio leadership team of dedicated peer advocates. To do this we all need to actively build relationships.

In your proposal, you must describe how your organization/agency, in partnership with the Regional Planning Committee, will inform and recruit regional peers and community leaders to support and attend your event. How many participants will attend your event? Have you included peers from various counties in your region?

5. The event must occur before September 30, 2012.  
In your proposal you must state the date of your event. What are your plans for a back-up date?
6. The budget will include a local match of 25% or up to \$2,000, including in-kind donations.  
There are many ways our local partners and communities can participate in the event. Regional companies and friends are often willing to donate money for specific items such as food or drinks. Others might provide raffle items, volunteer their time to assist in organizing the event, serve as the Welcoming Committee or help stuff folders. What ideas do you have for meeting the 25% match? Be creative!
7. Agree to the following four Grant Requirements.
  - A. Complete all grant activities by September 30, 2012.
  - B. Save and submit all receipts as requested by OEC.
  - C. All funds need to be reconciled and excess funds returned to funder.
  - D. Submit evaluation forms as requested by OEC.

It is important to know that your organization can meet the above seven requirements. Does your organization have a Financial Officer and acceptable accounting practices? Are your staff and officers willing and able to work with OEC and address the grant requirements?

## **BUDGET NARRATIVE AND ALLOWABLE LINE ITEMS**

Your budget will consist of two parts:

- 1) Budget Narrative
- 2) Line Item budget

The Budget Narrative briefly describes each line item request. What are you requesting? For example, if you choose to serve a meal, tell us if you are having a picnic with hot dogs and potato salad or a sit-down function. Are you purchasing snacks, desserts, or drinks?

The Line Item Budget includes allowable costs and how much you are requesting from the grant or plans for local and regional funding, cash donations or in-kind donations. Carefully review Attachment #2 for a sample Line Item Budget as an example of what you need to submit with your proposal.

## **ALLOWABLE COSTS**

There are four major categories for allowable costs: Event-Related Costs, Supplies, Personnel and Event Registration Fees. Think through all your plans and decide what is best to meet your local needs.

Regional Match: Remember you must include a 25% or a \$2000 local and regional match. This includes cash donations or in-kind contributions. An in-kind contribution is a non-cash donation such as free space. Your budget needs to reflect both what you are requesting as part of a grant and what items will meet your local match.

1. Event Related Costs: There are certain costs you might encounter for your event. These could include food, mileage reimbursement or gas cards, printing, advertising or other expenses you expect to incur. Transportation is always a major concern and one thing you will need to consider.
2. Supplies: OEC will provide folders for each participant with a variety of handouts on consumer - related information. However, there are other supplies you may need to purchase. Are there materials you need to have printed? If you plan to mail information about your event, will you need to purchase stamps and envelopes? What about paper plates, napkins or cups? Walk through the planning for your event and start listing everything you will need.
3. Personnel: What do you need to be able to have a successful event? Do you want to bring in a national speaker such as Joe Rodgers or Dan Fisher? Will your budget allow this? Do you need assistance, such as someone to help you plan your event?
4. Event Registration Fees: Grantees may not charge or collect event registration fees from peers. Fees may be collected from other participants and attendees. What arrangements will you provide to assure fees are appropriately collected?

**PROPOSALS MUST:**

1. Be concise! Say what you mean.
2. Not exceed three (3) pages plus the Budget and Budget Narrative.
3. Describe how your organization will address all seven minimum outcomes listed above.
4. Be returned to OEC no later than February 14, 2012.

Conference Committee  
c/o Ohio Empowerment Coalition  
6797 N. High Street, Suite 238  
Columbus, Oh 43085-2533

Applicants will be notified prior to March 8, 2012. Successful applicants will be required to attend a one-day grant meeting at OEC in Columbus on March 15, 2012.

**QUESTIONS?** All other questions must be directed to Mona Duffy, Project Director, [mduffy.pdcncp@gmail.com](mailto:mduffy.pdcncp@gmail.com)

Ohio Empowerment Coalition  
6797 North High Street, Suite 238  
Columbus, Ohio 43085  
Office: 614-310-8054 Ext 158      Toll Free: 1-877-643-6701

**Attachment #1:** List of Counties per Region

**OHIO COUNTIES**

**NORTHWEST**

Allen, Auglaize, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Lucas, Mercer, Ottawa, Paulding, Putnam, Richland, Seneca, Sandusky, Van Wert, Williams, Wyandot, Wood

**NORTHEAST**

Ashland, Ashtabula, Belmont, Carroll, Columbiana, Cuyahoga, Geauga, Harrison, Holmes, Jefferson, Lake, Lorain, Mahoning, Medina, Monroe, Portage, Stark, Summit, Trumbull, Tuscarawas, Wayne

**SOUTHWEST**

Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Greene, Hamilton, Logan, Madison, Miami, Montgomery, Preble, Shelby, Union, Warren

**SOUTHEAST**

Adams, Athens, Fairfield, Fayette, Gallia, Guernsey, Highland, Hocking, Jackson, Lawrence, Meigs, Morgan, Noble, Perry, Pickaway, Pike, Ross, Scioto, Vinton, Washington

**Attachment #2:** Sample Line Item Budget

**SAMPLE LINE ITEM BUDGET**

		<b>GRANT REQUEST</b>	<b>REGIONAL MATCH</b>	<b>TOTAL</b>
<b>1.</b>	<b>PERSONNEL</b>			
	Personnel Costs (Optional)	\$2,000	0	\$2,000
	Speaker(s)	\$500	0	\$500
	Other Personnel Costs		0	0
<b>2.</b>	<b>EVENT RELATED COSTS</b>			
	Food	\$500	\$2,000	\$2,500
	Mileage or Gas Cards	\$3,500	0	\$3,500
	Advertising	\$400	0	\$400
	Other Event Related Costs	0	0	0
<b>3.</b>	<b>SUPPLIES</b>			
	Printing	\$500	0	\$500
	Postage	\$300	0	\$300
	Other Supplies	\$300	0	\$300
<b>4.</b>	<b>SUB TOTAL</b>	<b>\$8,000</b>	<b>\$2,000</b>	<b>TOTAL: <u>\$10,000</u></b>