

## RCCMHC Professional Training & Scholarship Award

Contact [wendy@rccmhc.org](mailto:wendy@rccmhc.org) for more information

The RCCMHC Governing Board determines an annual budget for Professional Training & Scholarships based on available resources. Members can submit funding requests on a first come-first served basis throughout the year, as long as funds are available. RCCMHC may deny the request, offer to partially fund a request, or ask for additional information in order to make an informed decision. Awards must supplement- not supplant- available funding. In other words, the RCCMHC award cannot be used to pay for services or supports that would otherwise be paid with federal, state, local or other funds.

Ramsey County Children’s Mental Health Collaborative (RCCMHC) works across systems to meet the complex needs of youth with mental health disorders and their families. Our collective vision is that *Ramsey County youth will have the strengths, skills, relationships, supports, and opportunities that they need to experience mental health and wellbeing*. Our work is rooted in the following core values and standards: Accessible, Consumer-Directed, Culturally Affirming and Responsive; Linguistically Appropriate, Data-Driven, Individualized, Strengths-Based, Trauma-Informed, and Wellbeing- Focused. Our Priority Goals are: 1) A Responsive Children’s Mental Health Delivery System, 2) Health Equity, and 3) Youth and Whole-Family Wellbeing.

RCCMHC’s Governing Board sets an annual budget to support the following strategies:

1. Partnerships, Policy and Collaboration
2. Youth, Family & Community Engagement
3. Capacity Building, Training, and Development of Culturally-Specific Providers\*
4. Cross-System Services and Supports
5. Community Defined/Driven and Data-Informed Decision Making
6. Resource Sharing & Development

\*RCCMHC Professional Training & Scholarship awards are closely linked to the RCCMHC Strategy: Capacity Building, Training, and Development of Culturally-Specific Providers.

### PROFESSIONAL TRAININGS- Event Sponsorship

RCCMHC will award up to \$1,000 to support children’s mental health (or, related) trainings or workshops in Ramsey County. After the training event, RCCMHC Members will invoice RCCMHC and provide relevant receipts. Payment may take up to 30 days after completion of an online Impact and Outcomes questionnaire.

### Eligibility and Requirements

- The training must align with RCCMHC’s vision/values/goals.
- Agency must be an RCCMHC member or partner
- The training must be completed within the fiscal year that it is awarded.
- Grants funds may be applied only to the direct cost of delivering instruction. Grant funds may not pay for the costs of preparation, planning, travel, or consulting services. Trainings should apply best practices, be distinguishable from consulting services, reasonably priced, appropriate for proposed trainees, and logically relate to objectives with quantifiable performance indicators.

- Multiple training fund requests may be submitted by the same RCCMHC member; however, preference is given to applicants making their first request for the year.

### **PROFESSIONAL TRAINING SCHOLARSHIPS- Individuals**

RCCMHC will award **partial scholarships up to \$500** for individuals to attend publicly announced and credentialed children's mental health (or, related) conferences or trainings. After the training event, RCCMHC Members will invoice RCCMHC and provide relevant receipts. Payment may take up to 30 days after completion of an online Impact and Outcomes questionnaire.

#### **Eligibility and Requirements**

- The training must align with RCCMHC's vision/values/goals.
- An individual employed by a RCCMHC member agency or JPA partner in Ramsey County.
- The training must be completed within the fiscal year it is awarded.
- Awards are typically limited to supporting up to 55% of the total training costs.
- Award dollars cannot be utilized for travel or lodging.
- Award dollars cannot be utilized for food or compensating staff for wages lost due to attending the requested training.
- Scholarships may be requested for more than one training per year; however, preference is given to applicants making their first request for the year.

### **APPLICATION PROCESS**

Applications are accepted, and grants are awarded throughout the year- as long as funds are available. Online applications for the Professional Training and Scholarship Grant can be found on our website, [www.rccmhc.org/professional-training](http://www.rccmhc.org/professional-training). Online applications must be submitted 6 weeks prior to the training.

RCCMHC may deny the request, offer to partially fund a request, or ask for additional information in order to make an informed decision. Award decisions are expected within 4 weeks of submitting a complete application. Applicants will be notified of the decision via email to the contact provided. If an application is not approved, review findings will be provided in writing and eligible applicants may resubmit a revised application at any time.

#### **Online Application**

- Contact name
- Agency name
- Contact information: email, phone, mailing address
- Agency Info
  - Workforce Race, Ethnicity, and Gender: optional, but requested.
  - Unduplicated number of proposed trainees
- Individual Info (if requesting Scholarship)
- Very brief name/description of training opportunity
- Detailed description of the training
  - Metrics, course description

- Dates and times of training
- CEUs or CEHs awarded for the training
- Training modules or courses
- Target audience
- Purpose or goals of the training
- Description of Trainor/ Training Provider
- Training Budget
- Amount of Funding Already Available
- Grant Funds Requested
  - Include any other financial support you have received for the training. Examples include funds from an employer, service organization, and scholarship or reduced fee from the training opportunity. Include any requests that are pending for financial support. Any opportunity to document how other funds are leveraged to augment total training costs is always encouraged.
- Signature Certifying RCCMHC Funding Will NOT Supplant Already Available Funding

#### **REVIEW PROCESS**

- RCCMHC staff will screen out any application that does not meet stated guidelines – the Appropriations Committee will be consulted with any concerns.
- RCCMHC staff will notify the applicant via email of the final decision, and of the requirement to complete the brief Impact and Outcomes Questionnaire.
- Staff and RCCMHC accountants will provide regular funding updates to the Governing Board.

#### **AWARD REQUIREMENTS**

1. All grantees must submit an invoice for payment and provide relevant receipts within 30 days of completion of training.
2. All grantees must fill out an online Impact and Outcomes questionnaire about the training experience. This brief summary should report benefits to the trainee as well as benefits to Ramsey County youth/families. The Impact and Outcomes questionnaire must be completed within 30 days of completion of training.
3. Payment may take up to 30 days after the Impact and Outcomes questionnaire is completed.
4. Awards must supplement- NOT supplant- available funding. In other words, the RCCMHC award cannot be used for professional training that would otherwise be paid with federal, state, local or other funds.