

# Trust

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## Alaska Mental Health Trust Authority

### REQUEST FOR PROPOSALS TRUST MINI-GRANT PROGRAMS

RFP 19491

ISSUED FEBRUARY 12, 2026

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Proposals Due: March 6, 2026, 1:30 P.M.  
Pre-Proposal Conference: February 20, 2026, 11:00 A.M.  
Deadline for Written Inquiries: February 27, 2026

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## SECTION 1. GRANT PROGRAM INFORMATION

### SEC. 1.01 INTRODUCTION AND PROGRAM DESCRIPTION

The Alaska Mental Health Trust Authority (Trust) is a state corporation that administers the Alaska Mental Health Trust, a perpetual trust, to improve the lives of beneficiaries. The Trust operates much like a private foundation, using its resources to ensure that Alaska has a comprehensive integrated mental health program. While the Trust is a state agency, it is completely self-funded and uses no state general fund dollars.

The trust was created by congress before statehood. The state breached its trust duty by mismanaging the land. The settlement of the resulting mental health trust land lawsuit in 1994 created a Trust Authority consisting of seven trustees. The trust was reconstituted with \$200 million and approximately one million acres of land. The Trust Authority contracts with the Alaska Permanent Fund Corporation to manage the cash assets and the Trust Land Office in to manage the land and other non-cash assets.

Today it is the duty of the Trust to provide leadership in the advocacy, planning, implementing, and funding of services and programs for Trust beneficiaries.

Trust beneficiaries include Alaskans who experience:

- Mental illness;
- Intellectual and developmental disabilities;
- Substance use disorders;
- Alzheimer’s disease or related dementia; or
- Traumatic brain injury.

The Trust administers statewide mini-grant programs that support organizations serving beneficiaries with behavioral health (BH) and intellectual and developmental disabilities (IDD) needs, inclusive of youth enrolled in early intervention (EI).

The Trust allocates approximately \$2.3 million annually across both mini-grant programs, including administrative costs. Each program is designed to provide small, targeted grants that enhance beneficiaries’ independence, stability, and quality of life.

The selected grantee will serve as both program manager and fiscal agent, administering the Behavioral Health and IDD/DD mini-grant programs in close coordination with community organizations and Trust staff.

Grants have historically provided up to \$2,500 per individual, with flexibility for exceptions based on individual circumstances. The number of applications per agency (for example, three per month) has also varied at the agency's discretion and in response to current program priorities.

The Trust is seeking innovative ways to administer mini-grants. We welcome proposals that introduce approaches and suggest potential updates to current guidelines, including maintaining or recommending different limits. Per 20 AAC 40.220 – 20 AAC 40.245, the Trust has decided to award an authority grant for this program by competitive means.

### SEC. 1.02 PROGRAM GOALS AND ANTICIPATED OUTCOMES

The primary goals of the mini-grant programs are to:

- Provide flexible, small-scale funding that helps beneficiaries maintain or improve independence and quality of life.
- Ensure broad statewide access and outreach, including rural and urban communities.
- Strengthen the capacity of local agencies to apply for and manage grants effectively.
- Promote awareness of the programs and provide technical assistance to community partners.

The mini-grant program is beneficiary-focused, emphasizing easy access, intuitive navigation, and supportive coordination. It will also offer technical assistance to community partners to build local capacity and ensure efficient grant management. Through this responsive, accessible, and well-organized process, expected results include reaching more Trust beneficiaries across Alaska, improving service-delivery capacity, and achieving measurable improvements in beneficiaries' quality of life, all made possible by locally managed, flexible funding.

### SEC. 1.03 PROGRAM SERVICES / ACTIVITIES

Successful applicants will provide services/activities that meet all the following objectives.

The successful applicant shall develop and administer the mini-grant program, utilizing the Trust's established mini-grant guidelines as the foundational framework while establishing program-specific guidelines, criteria, and processes subject to Trust approval. These mini-grants shall fund equipment, supplies, and services that enable beneficiaries to live more independently within their communities.

The successful applicant shall perform the following activities in accordance with this Agreement. Proposals should address how the applicant will accomplish these activities:

- Develop and maintain an accessible application and tracking system to manage grant submissions, awards, geographic distribution, and beneficiary data.
- Ensure equal access to funds regardless of organizational affiliation or geographic location.
- Provide technical assistance and program navigation to community agencies, Trust beneficiaries and their representatives on eligibility criteria, allowable expenses, application procedures, application status, and reporting obligations.
- Maintain availability during regular business hours to field questions and requests from community agencies and beneficiaries about the program.
- Periodically review and update mini-grant guidelines to maintain relevance, consistency, and alignment with program needs.
- Establish monthly review committees, in coordination with Trust staff, to evaluate applications and issue timely award notifications.
- Include one Trust staff member on each review committee, as determined by the Trust.
- Maintain escalation protocols for complex or exceptional cases, incorporating Trust staff oversight as required.
- Develop a process for addressing requests for reconsideration or declination protests.

- Develop a procedure for addressing complaints and grievances, including timelines and resolution determinations.
- Disburse funds to eligible agencies acting on behalf of beneficiaries, in compliance with all applicable terms of this Agreement.
- Provide a \$100 administrative stipend per approved grant upon successful closeout to the community agency acting as the fiscal agent for the beneficiary. This stipend is not considered part of the applicant's administrative costs but is included in the program budget.
- Build and maintain a statewide outreach network to promote program awareness and participation.
- Identify emerging trends and unmet needs through program monitoring and report findings to the Trust to support future planning and strategy.

## SEC. 1.04 PROGRAM EVALUATION REQUIREMENTS AND REPORTING

The grantee will monitor and document how mini-grants contribute to beneficiaries' independence, stability, and quality of life. Evaluation responsibilities include:

- Maintaining transparent and accurate financial and programmatic records.
- Providing monthly and biannual reports that summarize:
  - a. Number and amounts of applications received;
  - b. Beneficiary types (mental illness (MI), substance abuse (SA) traumatic brain injury (TB), intellectual and developmental disabilities (I/DD), or early intervention (EI));
  - c. Requests received, awarded, and denied;
  - d. Distribution of funds;
  - e. Geographic location of mini-grant recipients, reported by census tracts or zip code;
  - f. Reported outcomes;
  - g. Categories of requests (e.g., housing support, adaptive equipment, transportation assistance);
  - h. Results from community agency program satisfaction surveys, collected annually; and
  - i. Additional data may be requested by the Trust as needed to inform trustees or other stakeholders.

These reports must contain only aggregate data, with no Protected Health Information (PHI) or sensitive personal identifiers, to maintain confidentiality and compliance.

As part of the application, please include a one- to two-page mock-up of a report (tables, charts, and narrative). Attached to this RFP is a mini-grant application example which includes a program overview with allowable categories and a sample application.

## SEC. 1.05 TARGET POPULATION AND SERVICE AREA

The Trust mini-grant programs serve Trust beneficiaries statewide.

## SEC. 1.06 PROGRAM FUNDING

The total funds available for the first year of this program are anticipated to not exceed \$2.3 million including administrative costs. Approval or continuation of a grant resulting from this RFP is contingent upon board of trustee approval.

Proposed Budget: Applicants must submit a budget proposal for the first fiscal year of the program using the attached form. The proposed budget detail and narrative will support the program's results-based service delivery and staffing requirements stated in this RFP. The proposal must contain both a detailed and narrative budget for the grant year. Administrative costs for this program must not exceed 20% of the total funds available.

Other agency funding: As part of their proposal, applicants must provide a list of all other agency funding received and applied for relevant to this program.

## SECTION 2. APPLICANT QUALIFICATIONS

### SEC. 2.01 AGENCY EXPERIENCE

Proposal evaluation will consider the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include site reviews, program audits, and confirmation of the successful resolution of any findings.

The applicant must describe previous experience providing services the same or similar to those proposed. The description must clearly identify the time period over which services were provided and the target population served.

### SEC. 2.02 PROGRAM STAFFING

Program staffing must be sufficient, and staff must be qualified, to implement the proposed activities to meet program goals and the anticipated outcomes. Resumes and professional credentials for key program personnel must be provided as part of the response.

### SEC. 2.03 ADMINISTRATIVE, MANAGEMENT, AND FACILITY REQUIREMENTS

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity to responsibly administer the grant and the capability to meet reporting and management requirements. The proposal must also describe the procedures that will be in place to protect client confidentiality compliant with State and federal standards.

### SEC. 2.04 SUPPORT/COORDINATION OF SERVICES

Applicants must demonstrate the proposed program has the necessary support and coordination for the successful delivery of services. The proposal must address the following:

1. Community support where services are proposed;
2. Involvement of the public and potential service recipients in the planning process;
3. Partnerships and collaborations specific to the proposed program; and
4. Coordination with necessary referring agencies and the role of each described.

## SECTION 3. GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

### SEC. 3.01 ELIGIBILITY

Per 20 AAC 40.205, any entity, including a government agency, with an interest in serving beneficiaries or otherwise advancing the mission of the authority is eligible to receive an authority grant.

Eligible applicants include nonprofit organizations; political subdivisions of the state such as municipalities, cities, organized boroughs, and Regional Educational Attendance Areas; other State agencies; and Alaska Native Tribes. An individual is not eligible to receive a grant.

Applicants must provide the agency's current State of Alaska Business License number and a current governing board member roster which includes titles, contact information, and terms of office for each seat (if applicable).

Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

### SEC. 3.02 ACCEPTANCE OF TERMS

By submitting a proposal, an applicant accepts all terms and conditions of this RFP including all identified attachments and guidelines and any other applicable statutes and regulations. Copies of these may be accessed through the contact person identified on the cover page or through the web address identified in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in the awarded proposal unless the Trust agrees that specific parts of the proposal are not part of the agreement.

Proposals and other materials submitted in response to this RFP become the property of the Trust and may be returned only if the Trust allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

### SEC. 3.03 SUBMISSION INSTRUCTIONS

Applicants must submit one copy of their proposal via email, mail or courier, or Alaska ZendTo to the contact person listed on the cover page of this RFP. The Trust recommends sending a proposal enough ahead of time to ensure the proposal is delivered by the deadline for receipt of proposals. Faxed or oral proposals will not be accepted

#### Submission by email

The proposal must be submitted as a digital copy in PDF format. The email must contain the RFP program title in the subject line. Please note that email transmission is not instantaneous, and the maximum size of a single email (including all text and attachments) that can be received by the Trust is 20mb (megabytes).

#### Submission by mail or courier

The proposal must be submitted as a hard copy in a sealed package. The package must include a USB thumb drive with a digital copy of the proposal in PDF format.

#### Submission by Alaska ZendTo

The proposal must be submitted as a digital copy in PDF format via Alaska ZendTo, <https://drop.state.ak.us>. Offerors must include the RFP program title in the ZendTo note.

### SEC. 3.04 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 11:00 A.M. Alaska Time on February 20, 2026, via Zoom. To participate please use the following meeting link:

<https://us02web.zoom.us/j/83195882953?pwd=ulZest0H81zdFBRsBNrOuPDKPAiHEj.1>

Meeting ID: 831 9588 2953

Passcode: Trust

### SEC. 3.05 INQUIRIES

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP, may be answered verbally by the contact person identified on the cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to submit the question in writing to the contact person at the email address on the cover page no later than the Deadline for Written Inquiries, also identified on the cover page. This will allow issuance of any necessary amendments and/or clarifications to all prospective applicants.

Applicants are responsible for monitoring the State's Online Public Notice website located at <https://aws.state.ak.us/OnlinePublicNotices/> for any subsequent clarifications or amendments that may be issued regarding this solicitation.

### SEC. 3.06 PROPOSAL COSTS AND CONTENT

The Trust will not be responsible for any expenses incurred by the applicant prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant. The applicant is responsible for the content of their proposal.

This RFP is for a one-year period, beginning July 1, 2026, through June 30, 2027, with four (4) 1-year renewal options. All renewal options will be at the sole discretion of the Trust. The annual decision to continue funding for the subsequent year(s) of the three-year grant cycle is based on the following general conditions:

1. the Trust's judgment that there is a continued need for the grant program;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with the Trust's priorities; and
4. Approval of funding by the board of trustees.

Applicants will submit a budget proposal for year one of the grant and each subsequent renewal option. Approval of funding for the subsequent renewal option is at the discretion of the trustees and will require submission and approval of documents needed to update service plans, evaluation measures, and budgets.

The Trust will notify grantees of specific submission requirements necessary to qualify for consideration of continued funding.

### SEC. 3.07 PROPOSAL REVIEW

Following the deadline for receipt of proposals, no revisions will be accepted unless provided in response to a request from the contact person named in this RFP. Proposals will be reviewed following the process outline in 20 AAC 40.235:

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Trust staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate nonresponsive proposals from consideration.
3. Copies of responsive proposals will be provided to each interested planning board or beneficiary-related agency, as appropriate, for review. Written comments and/or rankings from these entities must be submitted to Trust staff no later than 20 working days after the proposal due date.
4. Trust staff will review the responsive applications and any advisory comments or rankings received from the planning boards and/or beneficiary-related agency no later than 40 working days after the proposal due date.
5. Using the criteria set out in this RFP, 20 AAC 40.240, and other applicable statutes, regulations, and guidelines, staff will conduct a written evaluation of each responsive proposal based on the contents of the proposal as well as relevant documentation and information regarding the applicant that is available to the department.

Trust staff shall make a recommendation to the board of trustees.

### SEC. 3.08 FINAL DECISION AUTHORITY

At the next appropriate full board meeting, the board of trustees will review the staff recommendation and decide to approve or disapprove the award. Staff recommendations are advisory only. The final decision to approve or disapprove award, the amount of each award, and whether to impose special conditions or modifications rests with the board of trustees. The trustees have the fiduciary responsibility to ensure Trust funds are utilized in a manner that improves the lives of Trust beneficiaries. Successful applicants should expect to attend the P&P and full board meetings listed in Section 3.09 and be prepared to answer questions from trustees about this program.

### SEC. 3.09 RFP SCHEDULE

The RFP schedule set out herein represents the Trust's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are prevailing Alaska Time.

- Request for Proposals issued: February 12, 2026
- Pre-proposal conference: February 20, 2026, at 11:00 A.M.
- Written inquiries or protests of the RFP due: February 27, 2026
- Proposals due: March 6, 2026, by 1:30 P.M.
- Statutory advisory boards review period: March 9, 2026 – April 3, 2026
- Proposal evaluation committee: April 6, 2026

- Review by board of trustees' Program & Planning Committee: April 22, 2026
- Review by board of trustees (final decision): May 22, 2026
- Program Period Begins: July 1, 2026.

### SEC. 3.10 NOTIFICATION OF GRANT AWARD AND APPEALS

Per 20 AAC 40.245, after the board of trustees decides on the grant award, the Trust will notify each applicant of the final funding decision and any conditions of award or modifications. At least 10 working days after issuance of a notice of intent to award, and following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a Grant Agreement. This formal agreement will contain specific performance and reporting requirements consistent with Trust policy and procedure.

A notice of grant award is a final decision of the Trust. Per 20 AAC 40.415 an applicant may seek review of a grant decision in accordance with 20 AAC 40.900 by filing a protest with the Trust's Chief Executive Officer. A protester may appeal an adverse decision on their protest in accordance with 20 AAC 40.910.

### SEC. 3.11 CANCELLATION OF THE RFP / TERMINATION OF AWARD

The Trust may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the Trust. Funds awarded for a grant because of this RFP may be withheld and the grant terminated by written notice from the Trust to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed by the Trust to be in the best interest of the Trust.

## SECTION 4. SUBMISSION REQUIREMENTS / EVALUATION CRITERIA

### SEC. 4.01 SCORING METHOD AND CALCULATION

The proposal evaluation committee (PEC) will evaluate responses against the questions set out in Sections 4.02 through 4.06 and assign a single score for each section. Applicants' responses for each section will be rated comparatively against one another with each PEC member assigning a score of 1, 5, or 10 (with 10 representing the highest score, 5 representing the average score, and 1 representing the lowest score). Responses that are similar or lack dominant information to differentiate the applicants from each other will receive the same score. Therefore, it is the applicant's responsibility to provide dominant information and differentiate themselves from others.

After the PEC has scored each section, the scores for each section will be totaled and the following formula will be used to calculate the amount of points awarded for that section:

$$\frac{\text{Offeror Total Score}}{\text{Highest Total Score Possible}} \times \text{Max Points} = \text{Points Awarded}$$

**Example (Max Points for the Section = 100):**

	PEC Member 1 Score	PEC Member 2 Score	PEC Member 3 Score	PEC Member 4 Score	Combined Total Score	Points Awarded
<b>Proposal 1</b>	10	5	5	10	30	75
<b>Proposal 2</b>	5	5	5	5	20	50
<b>Proposal 3</b>	10	10	10	10	40	100

**Offeror 1** was awarded 75 points:

Offeror Total Score (30)

\_\_\_\_\_ x Max Points (100) = Points Awarded (75)

Highest Total Score Possible (40)

**Offeror 2** was awarded 50 points:

Offeror Total Score (20)

\_\_\_\_\_ x Max Points (100) = Points Awarded (50)

Highest Total Score Possible (40)

**Offeror 3** was awarded 100 points:

Offeror Total Score (40)

\_\_\_\_\_ x Max Points (100) = Points Awarded (100)

Highest Total Score Possible (40)

## SEC. 4.02 ELIGIBILITY CRITERIA

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration.

*met?*

<p>Applicant is eligible per 20 AAC 40.205.</p> <p><u><i>If applying as a non-profit organization, confirm non-profit status is documented</i></u></p> <ul style="list-style-type: none"> <li>a) The agency must be listed on the State's non-profit corporation database "in good standing" confirmed at <a href="http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp;">http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp;</a> <b>and/or</b></li> <li>b) The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at IRS Tax Exempt Organization Search <a href="https://www.irs.gov/charities-non-profits/tax-exempt-organization-search">https://www.irs.gov/charities-non-profits/tax-exempt-organization-search</a></li> <li>c) If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be included. The parent corporation must meet criteria a and/or b.</li> </ul> <p><u><i>If applying as a Federally recognized tribal entity, please verify the following criteria.</i></u></p>	<p>Y / N</p>
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<p>a) A correct Waiver of Sovereign Immunity is included as an attachment to the proposal and indicates the correct fiscal years and duration of the solicitation.</p> <p>b) The tribe is listed on the Federal Register as an Alaska Native Entity recognized and eligible to receive services from the U.S. BIA, <a href="http://www.bia.gov/cs/groups/public/documents/text/idc-041248.pdf">http://www.bia.gov/cs/groups/public/documents/text/idc-041248.pdf</a>.</p> <p><u><i>If applying as a government entity, please ensure the following criterion is met.</i></u></p> <p>The agency is either another State Agency, such as the University; an incorporated municipality (verify at <a href="http://commerce.alaska.gov/dnn/dcra/Home.aspx">http://commerce.alaska.gov/dnn/dcra/Home.aspx</a>); or an REAA under AS 14.08.031 (verify at <a href="http://education.alaska.gov/Facilities/pdf/doe2008map.pdf">http://education.alaska.gov/Facilities/pdf/doe2008map.pdf</a>).</p>	
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**SEC. 4.03 TECHNICAL REQUIREMENTS**

*met?*

<p>Proposal was received on or before the deadline.</p>	<p>Y / N</p>
<p>Proposal is complete, including the other agency grant funding information, and is signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.</p>	<p>Y / N</p>
<p>Proposal includes a State of Alaska business license number</p>	<p>Y / N</p>
<p>The proposal contains current applicable organizational documents:</p> <ul style="list-style-type: none"> <li>• Current governing board roster, which includes titles, contact information, and terms of office for each seat (if applicable).</li> <li>• Current strategic plan or equivalent planning document (if available).</li> <li>• Organization chart showing leadership and reporting relationships. Please indicate whether the listed individuals are employees or contractors.</li> <li>• Program organization chart showing the relationship of this program to other functions within the organization.</li> <li>• Resumes for the key program staff (two pages or less per individual) who will performing Trust grant activities, or whose positions will be funded by the Trust.</li> </ul>	<p>Y / N</p>

**SEC. 4.04 PROGRAM GOALS, OUTCOMES, ACTIVITIES, EVALUATION**

*max  
points*

<p>The proposal demonstrates a thorough understanding of the mini-grant program goals, including how these mini-grants support Trust beneficiary independence, stability, and quality of life.</p>	<p>15</p>
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<p>The proposal clearly identifies the proposed target population and service area and meets the intent of the services solicited.</p>	
<p>The timeline proposed for initiation of services and program activities is compatible with program intent, and supports immediate launch, addressing preparatory work and ramp-up planning. While some ramp-up time is anticipated, applicant clearly addresses how this will be managed within their timeline.</p> <p>The proposal clearly discusses the mini-grant program limits and either confirms keeping these limits or recommends different limits. If the proposal recommends different limits, they are reasonable and well considered.</p> <p>The described activities are well developed, reasonable, and supportive of program intent, including how the grantee plans to provide ongoing communication and technical assistance to applicant organizations.</p> <p>The proposal adequately outlines a clear and reasonable outreach plan to increase the applicant agency’s visibility and accessibility to services by potential recipients.</p>	30
<p>The applicant has provided a comprehensive and concise narrative that demonstrates their application management system, including how they intend to manage application submissions, maintain financial and programmatic records, disburse funds, and reconcile accounts.</p> <p>The proposal includes potential evaluation methods, indicators and data gathering strategies aligned with the program reporting requirements outlined in Section 1.04.</p>	15
<p>The mock-up report provided is clear and well-organized, with tables and/or charts and narrative, shows how key data elements (applications, beneficiary types, awards/denials, fund distribution, geography, outcomes, request categories) will be presented</p>	20

**SEC. 4.05 PROPOSED BUDGET AND PROGRAM VIABILITY**

*met? /  
max  
points*

<p>The totals, overall and by line item, are correct, and the year one narrative and detail are mutually consistent.</p>	Y / N
<p>Budget detail and narrative are included and are formatted according to Section 1.06, are internally consistent and supportive of program intent.</p>	Y / N
<p>Applicant has provided a current financial statement, including balance sheet, profit &amp; loss statement, and cash flow statement.</p> <p>If the applicant’s fiscal year has recently ended and the financial statements are not yet finalized, applicant has provided draft or internally prepared versions, certified as correct by the appropriate</p>	Y / N

staff member.	
Applicant has provided a copy of the organization’s most recently filed IRS Form 990 (non-profit organizations only).	Y / N
Applicant has provided a copy of the organization’s most recent financial audit. If the organization has not had a financial audit, the applicant provides a statement explaining that.	Y / N
There are no concerns with any of the financial documents provided by the applicant.	Y / N
Proposed costs are reasonable and substantiated in the narrative. The proposal clearly demonstrates that the program is achievable with the resources demonstrated.	20

**SEC. 4.06 QUALIFICATIONS, EXPERIENCE, STAFFING, MANAGEMENT, AND FACILITIES**

*max  
points*

<p>The proposal demonstrates the applicant’s ability to responsibly administer the grant, including both sustainable fiscal and administrative capability necessary to support the program.</p> <p>The applicant’s previous experience in providing the same or similar services or program s meets the requirements, through a brief history demonstrating fiscal and administrative capabilities.</p> <p>The proposal demonstrates experience serving as a fiscal agent or administering similar programs or funding.</p> <p>The proposal demonstrates familiarity with the availability of resources (outside of the mini-grant program) within Alaska for Trust Beneficiaries.</p> <p>The proposal adequately addresses ensuring equal access to funds regardless of organizational affiliation or geographic location.</p> <p>The proposal maintains clear escalation protocols for Trust staff involvement in exceptional or complex cases.</p> <p>The proposal outlines an oversight strategy detailing how grant decisions will be reviewed with Trust staff as part of the monthly evaluation process.</p>	35
<p>Key applicant staff providing support services is qualified and competent as demonstrated by professional credentials and resumes.</p> <p>The proposed staff orientation and training plan is adequate for program needs.</p>	10

# Mini Grant Program Overview

About the Mini Grants	
<b>What are the Mini Grants?</b>	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.
<b>Who is eligible for a Mini Grant?</b>	<p>For the mini grant program, beneficiaries of the Trust include the following broad groups of individuals:</p> <ul style="list-style-type: none"> <li>• People with mental illness,</li> <li>• People with chronic alcoholism and other substance related disorders, and</li> <li>• People with traumatic brain injury resulting in permanent brain damage.</li> <li>• People with intellectual and/or developmental disabilities.</li> <li>• Youth enrolled in early intervention or an infant learning program.</li> </ul>
<b>Who can apply for a Mini Grant?</b>	<p>Individuals or their family members may not be the direct recipients of a mini grant, so an agency must apply on behalf of the beneficiary and be responsible for accepting the grant funds if awarded.</p> <p>All applying organizations <b>must</b> have a current state of Alaska business license.</p> <p>Also, organizations may <b>not</b> apply for funds that will go to pay for items or services provided by the applicant organization.</p>
<b>When are applications accepted?</b>	Applications are accepted monthly throughout the year.
<b>How are grant decisions made?</b>	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.
<b>By submitting a mini grant application, the applying agency is attesting that to the best of their knowledge:</b>	<ul style="list-style-type: none"> <li>• The individual that the application is for meets the definition of a Trust beneficiary,</li> <li>• The items or services being requested could not be purchased with another funding source such as Medicaid, private insurance, or any other grant program,</li> <li>• 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.</li> </ul>

# Mini Grant Program Overview

<p><b>What needs to be included with a mini grant application?</b></p>	<p>Each mini grant application must have the required supporting documentation to be considered for funding:</p> <p><b>Cost estimate</b></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>
<p><b>Can applications be submitted for more than one item or service?</b></p>	<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><b>Is the submission of Protected Health Information required to apply?</b></p>	<p>The Trust does not require any documentation regarding the diagnosis or other Protected Health Information (PHI) for the applicant individual.</p> <p>The applicant organization, as the entity working directly with the individual, will be responsible for ensuring that the individual is a Trust beneficiary. The 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 the application.</p>
<p><b>Examples of allowable items or services for mini grants</b></p>	<p>All mini grant applications should be reviewed on an individual basis.</p> <p>Items that the Trust mini grants have been used for include but are not necessarily limited to the following categories:</p> <ul style="list-style-type: none"> <li>• Medical equipment</li> <li>• Vision/Hearing equipment or services</li> <li>• Dental</li> <li>• Specialized therapeutic services, activities and/or equipment</li> <li>• Electronic devices and other assistive technology</li> <li>• Housing assistance (typically first/last months rent or security deposit)</li> <li>• Beneficiary specific Home Improvements or Environmental Modifications</li> <li>• Vehicle repairs</li> <li>• Essential household items such as beds</li> </ul> <p>The above list is not comprehensive, but is simply an overview of common historical categories.</p> <p>The items or services purchased with mini grants are updated over time as the needs of the Trust beneficiary groups change.</p>

## Mini Grant Program Overview

<b>What are examples of items or services that are NOT allowed?</b>	Historically the mini grants have not been used for: <ul data-bbox="657 304 1388 546" style="list-style-type: none"><li>• Items or services that could be paid for by a different source</li><li>• Direct vehicle purchases</li><li>• Utilities or other ongoing household expenses</li><li>• Educational expenses such as tuition</li><li>• Ongoing rent or mortgage payments</li><li>• Reimbursements for items or services already purchased or rendered.</li></ul>
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## Trust Mini-Grant Application

This is the application form for the Behavioral Health and the Intellectual and Developmental Disabilities Mini-Grant Programs

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## Welcome

### **Welcome to the Trust's Mini Grant application.**

This application is for both the **Behavioral Health Mini Grant** and the **Intellectual and Developmental Disabilities Mini Grant** programs.

- Applications for this program are collected at 5pm Alaska Time on the 15th of each month. If the 15th falls on a weekend or a State of Alaska holiday, they will be collected at 5pm Alaska Time on the next business day.
- It typically takes 2-3 weeks following the monthly collection for the applications to be reviewed and for the funding decisions to be made. Following review, results will be communicated by email to the applying agency.
- Applications will be accepted from organizations on behalf of Trust beneficiaries. The role of the applicant organization is to work with the beneficiary (or a family member) on the application and to serve as a fiscal agent for the grant funds.
- Applications received directly from individuals will not be considered.
- A beneficiary is eligible for one approved mini grant of up to \$2,500 per state fiscal year (July 1 through June 30).

The general mini grant operating procedures can be found here: [Mini-Grant-Procedures-Final-1.16.24.pdf](#)

If you are looking for the Alzheimer's Disease & Related Dementia Mini Grant program, that is administered separately and can be accessed here: [Alzheimer's Disease and Related Dementia - Alaska Mental Health Trust](#)

For mini-grant application questions, please contact us at [minigrants@mhtrust.org](mailto:minigrants@mhtrust.org)

## Important Information

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. Your organization, as the entity working directly with the individual, is being asked to make sure that they qualify as a Trust beneficiary. We understand that your organization may gather documentation, such as diagnosis forms, letters of support, and medical records. This information is not needed as part of the application process and is not to be included with this application.

The Trust is relying on your organization to verify that the applicant is a Trust beneficiary.

At the conclusion of this application, you will be asked to provide a signature. With this signature, you are attesting that your organization:

1. Has confirmed that the individual meets the definition of a Trust beneficiary
2. Will retain any documentation that the individual is a beneficiary for up to one year after the application is submitted
3. Is not submitting any Protected Health Information with this application

### **Who are Trust beneficiaries?**

Beneficiaries of the Trust include the following broad groups of Alaskans who experience:

- mental illness
- intellectual and developmental disabilities
- substance use disorders
- Alzheimer's disease and related dementia
- traumatic brain injuries
- or are enrolled in an infant learning or early intervention program

The statutory definition of beneficiaries can be located here: [The statutory definition of beneficiaries is in AS 44.25.290.](#)

### **What is Protected Health Information?**

Protected Health Information (PHI) refers to any information about an individual's health status, diagnosis, treatment, or payment for healthcare that can be used to identify the individual.

For the mini-grant process, PHI includes:

- Diagnosis forms
- Letters of support that reference an individual's health condition
- Medical records
- Any documentation containing health information and identifiers that could reveal the individual's identity.

### **What Is NOT Considered PHI for This Application**

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

**Please acknowledge that you have read the above information \***

Select one

- [Yes] Yes  
 [No] No

## **Request Overview**

Please select the appropriate mini grant program for the beneficiary.

Behavioral Health:

- Alaska residents with mental illness
- Alaska residents with chronic alcoholism and/or other substance related disorders
- Alaska residents with a traumatic head injury resulting in permanent brain injury

Link to the Behavioral Health Mini Grant webpage with guidelines: <https://alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/grants/mini-grants/behavioral-health/>

Intellectual and Developmental Disabilities:

- Alaska residents with intellectual and developmental disabilities
- Alaska youth enrolled in early intervention or infant learning programs

Link to the Intellectual and Developmental Disabilities Mini Grant webpage with guidelines: <https://alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/grants/mini-grants/developmental-disabilities/>

**Name of Person Completing this Application \***

**Email Address of Person Completing this Application \***

**Geographic location of office that is submitting this application \***

Organizations with multiple geographic locations may submit up to three (3) mini grant applications per month per location.

**Mini Grant Category \***

Select one

- Behavioral Health
- Intellectual and Developmental Disabilities

**Name of the Beneficiary \***

**Age Range of the Beneficiary \***

Select one

- [1] 0-3
- [2] 4-12
- [3] 13-18
- [4] 19-21
- [5] 22-64
- [6] 65+

**Amount Requested from the Trust (maximum \$2,500) \***

**Beneficiary Information**

**Primary Category of the Beneficiary \***

Please select the most appropriate category for the individual you are applying for. We understand that your application may request items from one or more category, so please select the one you feel is primary.

Select one

- Mental Illness
- Substance Misuse
- Intellectual and Developmental Disability
- Traumatic Brain Injury
- Enrolled in infant learning or early intervention program

**Please enter the postal (ZIP) code for where the beneficiary resides \***

**Please choose the appropriate geographic area for the beneficiary \***

Select multiple

(Displaying first 25 options)

- Statewide
- Aleutians East Borough
- Aleutians West Census Area
- Anchorage Municipality
- Bethel Census Area
- Bristol Bay Borough
- Denali Borough
- Dillingham Census Area
- Fairbanks North Star Borough
- Haines Borough
- Hoonah-Angoon Census Area
- Juneau City and Borough
- Kenai Peninsula Borough
- Ketchikan Gateway Borough
- Kodiak Island Borough
- Kusilvak Census Area
- Lake and Peninsula Borough
- Matanuska-Susitna Borough
- Nome Census Area
- North Slope Borough
- Northwest Arctic Borough
- Petersburg Borough
- Prince of Wales - Hyder Census Area
- Sitka City and Borough
- Skagway Municipality

**Please provide a brief description of why the individual you are applying for qualifies as a Trust beneficiary. \***

We do not need diagnostic information or protected health information included with this application.

**Who are Trust beneficiaries?**

Beneficiaries of the Trust include the following broad groups of Alaskans who experience:

- mental illness
- intellectual and developmental disabilities
- substance use disorders
- Alzheimer’s disease and related dementia
- traumatic brain injuries

The statutory definition of beneficiaries can be located here: [The statutory definition of beneficiaries is in AS 44.25.290.](#)

**Request Details**

**Please select the primary category that fits this grant request. \***

Select multiple

- Dental
- Medical
- Vision
- Hearing
- Physical/Occupational/Speech Therapeutic Equipment & Activities
- Home Improvements or Environmental Modifications
- Electronic Devices or Assistive Technology
- Housing Assistance
- Vehicle Repairs
- Clothing
- Beds
- Other Home Furnishings
- Household Goods
- Equipment/Tools
- Fitness Equipment/Gym Membership
- Service Animals
- Vocational Training
- Other (Please describe below)

**What are you requesting? \***

Please provide a brief narrative describing what you are requesting with this grant. This information will be used by the review committee to understand what the grant funds would be used for. Reminder: The items or services being requested through this grant could not be purchased with another funding source such as Medicaid, private insurance, or any other grant program (300 word limit)

**How will the item or service benefit the beneficiary? \***

Please provide a brief description of the impacts of the requested item(s) or service(s) for the beneficiary. Please only use initials or first name for the beneficiary. (300 word limit)

**Has the item or service been recommended by a licensed health care professional? Yes or No \***

**Other information**

This is an optional field. Please provide any additional information about this request that you would like included.

**Request Documentation**

On this page, you will be able to submit required documentation for this request.

All mini grant requests will require some specific additional documentation, depending on what is being requested.

- **Mandatory for all requests:** Cost estimate from a vendor that describes the cost of the item(s) or service(s) being requested for funding. This cost estimate must include any shipping, delivery, or other costs associated with the request.
- **Please remember:** the Trust **will not accept** any documentation regarding the diagnosis or other Protected Health Information (PHI) regarding the applicant individual.

**Upload supporting documentation here. Please make sure they are in pdf format.**