

# Fundraising Consultant – Subgrant Solicitation

## Purpose

The purpose of this subgrant solicitation is to hire a fundraising consultant who can assist the Southwest District Health (SWDH) project team with securing the funding necessary to stand-up a center that aims to provide preventive behavioral health services to youth in our community. Presently, youth in our community who are experiencing a behavioral health crisis typically end up with lengthy stays in the emergency room or in the hands of juvenile corrections or child protective services. These resources, while necessary and appropriate in some circumstances, are often not the best place to de-escalate and heal. Our vision is to add a resource in the community that fosters help and healing for youth and their families.

## Background

Southwest District Health in coordination with the Southwest Youth Crisis Collaborative has secured start-up funding to establish a center to serve the youth of our community who are at-risk of or are experiencing a mental health or substance use crisis. The center, located in Nampa, will provide access to 24/7/365 behavioral health services for youth, ages 10-17 years, and their families and other preventive health services. Southwest District Health serves the populations Adams, Canyon, Gem, Owyhee, Payette, and Washington Counties. In total, approximately 320,000 people live in the district and approximately 65,000 are between the ages of 5 and 17 years old.

This project is funded through two subgrants from the Idaho Department of Juvenile Corrections and the Opioid Settlement funding provided by the cities of Nampa and Caldwell, Canyon County, and SWDH. In addition, non-governmental organizations have also committed to providing funding or in-kind donations to support the establishment of the center.

The Fundraising Consultant will work with the SWDH team and report to the Youth Behavioral Health Community Crisis Center (YBHCCC) Project Manager. The Fundraising Consultant will be responsible for ensuring all aspects of the campaign move forward and data are captured accurately. This includes day-to-day details of campaign implementation, arrangements and notifications for meetings, campaign correspondence, monitoring gift and pledge records, and conducting prospect research.

This project is expected to commence by March 1, 2023 and conclude by August 31, 2023. The timeline may be extended based on the progress of the project and the needs of SWDH.

## Subgrant Activities

Through this subgrant, the Fundraising Consultant will be expected carryout the following activities:

- Develop a campaign strategy to meet the following goals.
  - Secure funding to complete renovation of the facility.

- Secure funding to furnish the facility.
- Secure in-kind donations/gifts (e.g., furnishings, bedding, clothing, hygiene kits, appliances, electronics/audio/visual technology, youth-friendly items, non-perishable food, etc.).
- Develop plans for on-going donor/gift giving and grant awards.
- Acknowledge donors in the physical space of the center (e.g., room naming).
- Develop a comprehensive communication strategy.
  - Proactively communicate with internal and external stakeholders and donors, and connect donors with SWDH leadership and project team.
  - Educate donors regarding SWDH's needs, goals, and how a successful campaign will support SWDH's vision.
  - Interact with donors and other key stakeholder respectfully and professionally in person, by phone, and in writing.
  - Create and disseminate a case statement, a list of frequently asked questions, and social media/website updates.
  - Provide campaign updates throughout the active phase to donors and the SWDH project team.
  - Collaborate with the SWDH communications team to ensure promotion of the project on appropriate social media and other social media channels.
- Inform and assist in the development of a database.
  - The database should capture key variables (e.g., donor, grant award, one-time/on-going, follow-up/reporting requirements, etc.) needed for ongoing fundraising, monitoring, reporting, etc.
- Grant Writing.
  - Work with SWDH project team to identify potential community grant funding sources.
  - Write grant applications according to requested formats and submit applications to appropriate funding agencies and foundations.
  - Maintain records to track and monitor various stages of grant writing, applications, and renewal submissions, mid-grant reporting, and application status updates.
  - Maintain relationships with Foundation and grantor contacts.
- Campaign guidance, support, and fundraising best practices.
  - Provide consultation to the SWDH project team to ensure the success of the fundraising campaign.

## Funding Availability

SWDH anticipates funding one person or organization for up to \$25,000 for the project period. Final funding amount will be negotiated between the District and the person or organization.

The funded Subgrantee acknowledges that it may have an obligation, independent of this Subgrant, to comply with the terms of the "Single Audit Act" of 1984. Funds provided under the Subgrant may be used to pay for compliance with this act in proportion to other funding sources available to the Subgrantee for the services provided pursuant to the Subgrant.

## Eligible Applicants

Funds for this opportunity are available to fundraising consultants who can demonstrate experience and success in their work. Applicants must be able to:

- Meet in-person, as needed and mutually agreed upon, with donors and the SWDH project team.

## Funding Restrictions

Subgrant funds may not be used for reimbursement of pre-Subgrant costs.

## Expected Funding and Subgrant Award Timeline

Activities funded by this process shall commence on or about March 1, 2023, and be completed by August 31, 2023.

Tuesday, January 31, 2023	Subgrant Solicitation Announced
<b>Wednesday, February 15, 2023, 5:00 pm (MT)</b>	<b>Application deadline</b>
Friday, February 17, 2023	Applicants will be notified
February 20-24, 2023	Subgrant negotiations
March 2023	Estimated Activities Start Date – date dependent on subgrant execution
August 31, 2023	Funds must be spent and activities completed *project period may be extended with approval from Idaho Department of Health and Welfare
Friday, September 15, 2023	Final reports and invoices must be received

## Application & Scoring

Please email completed applications to [communityhealth@phd3.idaho.gov](mailto:communityhealth@phd3.idaho.gov). Each section of the application has an assigned point value for scoring.

<b>Application Section</b>	<b>Points Possible</b>
Organizational Capacity	10
Relevant experience	10
Fundraising philosophies	10
List of References	5
Budget	5
<b>Total Points</b>	<b>40</b>

The entity will be required to provide their Data Universal Numbering System (DUNS) number and must affirm their understanding that no entity, as defined at 2 CFR Part 25, Subpart C, may receive award of a subgrant unless the entity has provided its DUNS number.

Applications will be reviewed by a committee of at least three people. Applications will be scored based on compliance with the application guidelines and capacity of the organization to achieve the funding goals. Funding determinations will be made after all funding requests are received and reviewed after the February 15, 2023, deadline.

### Notification of Funding

All applicants will be notified by email by Friday, February 17, 2023.