The Lincy Institute
University of Nevada, Las Vegas (UNLV)

Community Capacity-Building

Planning Awards

About The Lincy Institute

The Lincy Institute at UNLV conducts and supports research that focuses on improving Nevada’s health, education, and social services. Research is used to build capacity for service providers and enhance efforts to draw state and federal money to the greater Las Vegas area. The Lincy Institute highlights key issues that affect public policy and quality-of-life decisions on behalf of children, seniors, and families in Nevada. The Lincy Institute’s four main goals are to: (1) conduct and support research that seeks to improve health, education, and social services; (2) use data and research to inform and improve public policy and practice; (3) build and enhance the capacity of public and private community partners; and (4) secure external financial resources.

Purpose of the Planning Awards

In keeping with its mission and goals, The Lincy Institute will identify and select planning projects that address pressing issues related to health, education, and social services. Projects may have national and global relevance, but must be specifically applicable to local issues and needs. The overall purpose of this Call for Collaborations is to support collaborative teams interested in building local capacity to address two core areas of concern: mental health or education. Planning awards will be issued to not only drive intellectual discoveries, but to build the capacity of local non-profit and community agencies and organizations to effectively address local mental health and education challenges. The objectives of the planning awards are as follows: (1) conduct an accurate and precise analysis (e.g., pilot study, needs assessment/gap analysis, or meta-analysis) of a mental health or education issue; (2) consolidate or combine the efforts of multiple nonprofits, community organizations, public entities or private groups to design a response to a local mental health or education problem; and (3) use the planning period
to develop a strategy to leverage additional research and funding in order to implement a reform strategy aimed at improving the identified mental health or education issue. It is noted that many of the proposed planning projects might possibly integrate mental health and education issues. Such projects are encouraged but not required. Also, existing collaborations interested in strengthening or re-focusing their efforts by engaging in an intense planning period will be considered for these awards. Multi-entity (i.e., cross-organization as opposed to multiple units under one governing structure) and multi-disciplinary collaborations are of particular interest to The Lincy Institute.

The Lincy Institute will make planning awards in two categories: **mental health** and **education**.

**Mental Health:** Collaborative teams in this planning category can focus on children, adult or senior mental health issues. The Lincy Institute is specifically looking to support collaborations that seek to advance a unique and innovative plan to build capacity and enhance existing community infrastructure. Proposals may address, but are not limited to, any of the following conditions:

- Poverty and the impact that such has on mental health outcomes
- Disproportionate minority representation as it relates to mental health outcomes
- Service access and quality of care
- Military families and support of U.S. veterans
- Family functioning and stability
- Substance abuse and addictions
- Co-occurring disorders
- Vulnerable or underserved populations
- Mental/behavioral health financing
- Service delivery system reform
- Workforce development (e.g., caseworker, practitioner, or clinician preparation)
- Mental health care for the “uninsurable”
- Mental health screenings (community-based or school-based)
- Residential treatment centers
- Wraparound/intensive case management
- Senior case management
- Senior addiction
- Senior home care
- Homelessness (as it relates to mental illness)
**Education:** The Lincy Institute is interested in supporting a collaboration that seeks to develop a unique and innovative plan for addressing the influence of poverty on high school graduation rates. Collaborations that bring together the widespread participation of community stakeholders (e.g., education, workforce leadership, economic/business development, child- and family-serving systems, grassroots/neighborhood coalitions, health and social service entities) will be considered highly responsive to this Call for Collaborations. Proposals may address, but are not limited to, any of the following conditions:

- Influence of poverty on school success and high school graduation rates
- Disproportionate representation of minority children in high school dropout conditions
- Parent engagement approaches
- Teacher engagement, involvement, support models, or competency-building models
- Challenges facing historically underserved students, neighborhoods, and communities
  - racial and ethnic minorities
  - immigrants
  - English Language Learners
  - individuals with disabilities
  - foster care youth
  - homeless youth
  - youth experiencing food insecurity
  - chronically impoverished youth

**Types of Support Available**

The Lincy Institute will support two collaborations (one in mental health and the other in education) for a period of two-years. Support to the successful teams will be provided in all five core areas:

1. **Monetary support** – funding provided by The Lincy Institute can be used to hire a planning coordinator, meeting facilitator, convener, consultant, or any related professional designated to support the day-to-day work of the collaboration;

2. **Grant writing support** – The planning awards must culminate into at least one application or request for state, federal, or foundation support of services, projects, research or other capacity-building resources. The Lincy Institute will provide assistance with funding identification and grant application development.

3. **Technical assistance and support services** – The Lincy Institute will support the efforts of the successful applicants by helping them to locate information, data, and technical resources needed to develop their plans.
4. **Data and information management assistance** – Successful applicants will use information technology to strengthen community capacity to address their area of focus. The Lincy Institute will work with the chosen teams to understand their data needs and to develop a data management and reporting plan.

5. **Research support and expert consultants** – Based on the area of focus, successful collaborations will be paired with faculty researchers and/or consultants hired by The Lincy Institute in order to provide subject-matter expertise during the planning phase of the project.

**Eligibility**

The planning awards will be granted to a group of collaborators but one agency/organization must be designated as the lead. The lead organization will be the entity that will enter into the contract with The Lincy Institute. Also, the lead entity will be responsible for submitting quarterly progress reports and developing the team’s implementation plan.

Preferred planning awards will demonstrate elements of the following:

- A designated lead entity that is well-established financially, temporally, and managerially
- The lead entity must be a local (Southern Nevada) non-profit agency, organization, or group (public entities, municipalities, and public and private non-profits are eligible)
- A specific role for individuals most impacted by the condition that is to be addressed. These individuals can include clients (users of services), parents of students, students, or youth and community representatives. The proposal must articulate a clear plan for stakeholder engagement.
- Significant and meaningful involvement of multiple community partners (collaborations of three or more separate entities are required)
- A demonstrated commitment to develop data sharing/collection agreements among all collaboration members
- A plan to share with The Lincy Institute the data or other supporting materials created or gathered in the course planning period and a commitment to share findings with the community
- Innovative, solution-driven, practical planning approaches that can inform policy reform, data development, or programming/service generation

**Incomplete or late proposals will not be reviewed.**
## Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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</thead>
<tbody>
<tr>
<td>Release Date</td>
<td>July 1, 2013</td>
</tr>
<tr>
<td>Information Sessions:</td>
<td>July 29&lt;sup&gt;th&lt;/sup&gt; 9:00am-10:30am or September 4&lt;sup&gt;th&lt;/sup&gt; 4:30pm-6:00pm</td>
</tr>
<tr>
<td>Letter of Intent&lt;sup&gt;1&lt;/sup&gt;:</td>
<td>September 10, 2013 (NOTE: Template in the Appendices of this document)</td>
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<tr>
<td>Proposal submission deadline:</td>
<td>October 4, 2013 (by 11:59 pm)</td>
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<tr>
<td>Semi-finalists’ presentations&lt;sup&gt;2&lt;/sup&gt;:</td>
<td>October 20, 2013 (week of)</td>
</tr>
<tr>
<td>Proposal selection:</td>
<td>October 25, 2013</td>
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<tr>
<td>Project start date:</td>
<td>November 1, 2013</td>
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<tr>
<td>Project end date:</td>
<td>Variable (Project periods can range from 1-2 years but must be completed by October 31, 2015)</td>
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</tbody>
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## Funding Amounts

The Lincy Institute will invest a total of $250,000 to support planning projects. Two awards will be selected and each will be funded in the amount of $125,000 (total two-year project period). Each awardee will receive a maximum of $80,000 in direct funding (cash) and $45,000 in in-kind support (staff time) from The Lincy Institute. A portion of the direct support must be used to hire an individual who will be designated as the coordinator of the collaboration. Although Lincy funds can be used to cover the salary of the designated hire, awardees must cover all fringe benefit costs associated with the hire. Funding levels will vary depending on project goals, depth, and breadth.

## Application, Formatting and Submission Instructions

**Cover Page:**

The cover page must include the title of the project and the name, affiliation, and complete address of applicants including phone numbers and email addresses. Please specify a contact person representing each of the collaborating organizations. Please designate a lead applicant.

**Abstract:**

Please include an abstract not to exceed 100 words.

**Project Narrative and Description:**

The project narrative/description should not exceed 12 double-spaced pages and must include the following sections:

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1 The Letter of Intent is required and should be emailed to: thelincyinstitute@unlv.edu
2 Semi-finalists will be asked to present their proposals to the review committee.
(a) Purpose (target population, goals, objectives)

(b) Rationale/logic supporting the project. What is the nature of the problem to be addressed? What is the need or problem that the planning award will address? Who are the populations in need of intervention and what are their demographical characteristics (e.g., ethnicity, age, gender, income, neighborhood/residential patterns)? Describe how the proposed planning project is relevant to the Southern Nevada community. Describe the context [i.e., site or geographic boundaries] that will be the basis or the focus of the planning period activities

(c) Approach (the Approach section of the Narrative will include three sub-sections):

1) A plan for how the team will conduct a pilot/preliminary study, needs assessment, or meta-analysis of the problem

2) A description of the intervention, program, model, demonstration, solution, strategy, or plan that is to be pursued via the planning award. (REMEMBER: This is a planning award. The plan must be created during the two-year Lincy support period but it is not expected to be implemented during this time)

3) A plan for sustainability and funding leveraging (discuss the plan for developing an external grant proposal). The plan should identify the funding source(s) and the process by which the collaboration will avoid duplication of efforts and maximize collective resources to pursue a state, federal, or foundation grant award

(d) Methodology (describe the design, data collection strategy, analysis plan). This is the strategy that will be used to collect the preliminary data that you need during your planning period. The intent of the preliminary data is to better position your group for a successful state, federal, or foundation grant award so that you can implement the plan that you develop during your time of Lincy support

(e) Long-term impact and future benefits (describe how the project and planning process will address issues of sustainability, scalability and capacity building)

(f) Team structure. Who comprises the collaborative team? Brief description of the agencies/organizations and their roles on the planning team

(g) Professional expertise, qualifications, past performance, and prior research or service endeavors that support the project’s purpose. What qualifies the agencies/organizations to address the issue that is of focus?

(h) Model of Collaboration (a description of the approach that will be used to integrate the work of all participating partners should be included in the proposal).
At a minimum, the model of collaboration should include an explicit discussion of the following aspects of the work:

1) **What is the benefit of the proposed partnership?** Describe how the collaborators’ missions and goals are similar. What are the benefits of the proposed collaboration team aligning efforts to address the area of interest that has been identified?

2) Include a **shared project management plan** that addresses each partner’s role and responsibility in developing the proposed plan. How will the collaborating groups work together to accomplish the proposed goals? How will partners share in the execution, monitoring, and management of the project? The management plan must include a project schedule with sufficient detail of all proposed major tasks, events, or actions that are required to fulfill the goals (for the purposes of this aspect of the management plan, a visual representation of tasks with associated timelines can be used, such as a Gantt Chart.)

3) Discuss any relevant historical **barriers to collaboration** and address how your current plan improves upon past barriers

4) How will **communication** among partners be facilitated?

5) What is the proposed method for **conflict resolution** and **problem solving** among the participating entities?

(i) Logic model (the logic model should address the planning components and it should specify the steps and strategies that will lead to the successful development of the implementation plan and submission of an external award to support the implementation of the plan that is developed during the two-year planning period)

**Budget:**

Provide a line item and narrative budget of proposed expenditures (e.g., personnel, travel/mileage, operating costs). The budget should include a request for direct assistance. Requests for indirect support (or facilities and administration) are not permitted. The in-kind support (i.e., grant writing assistance, technical support, data/information management help, and the research assistance) is provided directly by The Lincy Institute and should not be added into your budget request. Please reflect in your budget spreadsheet and narrative the costs you anticipate incurring in order to provide fringe benefits for the person you hire to coordinate your collaboration project. All members of the collaborative can assist with fringe benefit costs, one entity can cover it, or the team can seek external assistance. No matter the strategy, the budget proposal must reflect a match equal to the cost of the fringe benefits package. The budget section should not exceed three pages (one page for the spreadsheet and two pages for the budget narrative).
**Supporting Documents:**

Please attach all supporting documents to the appendix of the proposal. **Resumes** (2-3 pages) are required for the primary contact person of each entity participating in the collaboration. Additionally, the designated lead agency should provide a list of its **Board of Directors**, 501 (c) (3) **IRS Tax Exempt letter**, and two **letters of supports** from community leaders or agencies with whom they have successfully partnered or collaborated with in the past. If the lead organization is a public entity or municipality (e.g., state, county, city) there is no need to submit the Board of Directors list or tax exempt verification. Please provide the name and contact information of the **lead entity’s director/CEO**. The contract between The Lincy Institute and the award recipient must be executed by the lead entity’s director/CEO. The director/CEO of the lead agency should provide a signed **cover letter** to the proposal. In the cover letter, the director/CEO should address the agency’s financial solvency status. A copy of the lead applicant’s most recent **audited financial statement** is required (not required for public entity or municipality).

**Formatting and Electronic Submission:**

The full proposal (including all appendices) should be submitted in either a Word or PDF document. The body of the proposal (i.e., the Narrative) should be double-spaced, 12-point font and formatted using 1-inch margins (top, bottom, sides). Budgets should be developed in a spreadsheet format. The proposals should be submitted electronically to Alexandra Nikolich, Business Manager for The Lincy Institute, at the following email address: thelincyinstitute@unlv.edu. The subject line should read: Proposal Submission.

You will receive an electronic confirmation of receipt. Should you have any questions about the electronic submission process, please email them to Alexandra Nikolich, Business Manager for The Lincy Institute, at the following email address: thelincyinstitute@unlv.edu. The subject line should read: Proposal Submission Question.

**Protecting Human Subjects, Data Dissemination, and Sharing of Results**

Planning projects involving research with human subjects must ensure that subjects are protected from research risks in compliance with the relevant federal policy known as the Common Rule (Federal Policy for the Protection of Human Subjects, 45 CFR 690). The Lincy Institute supports research involving human subjects when the project has been certified by an Institutional Review Board to be in compliance with the federal government's "Common Rule" for the protection of human subjects. Upon receipt of the planning award, Lincy staff will consult with awardees to determine if there will be a need for a human subjects protection application. For now, applicants should include a statement in their grant proposal indicating their willingness to cooperate with Lincy staff to determine what level of Institutional Review Board (IRB) review their project might require.
Data Sharing

Awardees are required to share with The Lincy Institute, within a reasonable time period, de-identified data collected during the planning period. Also, quarterly progress reports must be submitted. **Proposals must include a supplementary document of no more than one page labeled “Data Management Plan.”** This supplement should describe how the team will share data amongst members of the collaboration and how they will share any de-identified planning data with The Lincy Institute that may be generated.

Selection Committee

The Selection Committee will consist of community representatives (non-Lincy advisory board members), at least one Lincy advisory board member, Lincy staff, and at least one university representative who works in the applicants’ topic area (i.e., education or mental health). Other individuals may be invited to participate by the Executive Director of The Lincy Institute.

Where to Obtain Additional Information

*Information Session:*

Information sessions will be held on July 29th 9:00am-10:30am and September 4th 4:30 pm-6:00pm. These sessions will be held at the University of Nevada Cooperative Extension located at 8050 Paradise Road, Ste 100 Las Vegas, NV 89123. Please RSVP for the information session by calling The Lincy Institute at 702-895-0088 or by email at thelincyinstitute@unlv.edu. The purpose of the information session is to answer questions that you might have about the planning awards and to discuss the Call for Collaborations document in more detail. Although attendance at the information session is not required, it is strongly encouraged. It is not necessary to attend both Information Sessions. Playback (e.g., audio recordings or a webinar) of the information sessions will be available five to ten business days after the session and can be accessed by visiting The Lincy Institute website at: [http://www.unlv.edu/lincyinstitute](http://www.unlv.edu/lincyinstitute)

*Contact Person:*

Dr. Ramona Denby-Brinson
(702) 895-0099
[ramona.denby@unlv.edu](mailto:ramona.denby@unlv.edu)

*Data Resources Available on the Lincy Institute Website:*

[http://www.unlv.edu/lincyinstitute](http://www.unlv.edu/lincyinstitute)
APPENDICES
Letter of Intent Template

Date

Ramona W. Denby-Brinson, Ph.D.
Senior Resident Scholar
The Lincy Institute
University of Nevada Las Vegas
4505 Maryland Pkwy., M/S 3067
Las Vegas, NV 89154

Please provide the following information:

1. Indicate your intent to apply for a mental health, education, or integrated (mental health and education) award
2. Who will be the lead applicant
3. Who is the chief executive officer (lead director or administrator) for the lead applicant
4. Who will comprise the collaboration (specify the name of the organizations or entities that will be a part of the partnership). It is not necessary that you have all of the partners identified at the time that you submit the Letter of Intent.
5. Please provide your contact information