



# The Foundations in Community Coalition Development

## Request for Proposal

### FY25 Competitive Application for Community Coalition Development Learning Opportunity + Flexible Learning Stipend

**Application open:** March 5, 2025

**Application Due:** March 13th, 2025 by 5:00 PM

**Announcement Date:** March 19, 2025, by 5:00 PM

#### Background and Intent

In partnership with the Ohio Department of Mental Health and Addiction Services (OhioMHAS,) Prevention Action Alliance (PAA) is committed to providing equitable learning opportunities that will empower Ohio's diverse community coalitions. For the purpose of this learning opportunity, a coalition is defined as a group of diverse members that serve a defined community to promote community-level change. Coalitions engage an array of community sectors and individuals to build a power base that works to influence social norms and community policy. Applicants who would benefit from this training are (but not limited to) coalitions that have new staff, coalitions with new leadership, new coalitions with any area of focus, and coalitions taking on a new problem of practice. PAA will review all applications submitted.

We are inviting community coalitions who are working to positively impact the behavioral health within their communities, to participate in a funding opportunity called The Foundations in Community Coalition Development. Any applicant that receives a funding award under this opportunity will receive a \$3,000 flexible learning stipend as an incentive to participate.

Selected community coalitions will engage in a learning community with peers and receive ongoing coaching support and technical assistance that will strengthen their local efforts by building an effective coalition infrastructure and building community capacity to make a greater impact in communities across Ohio. Those selected can expect to participate in learning community activities that are focused on (1) developing the knowledge, skills, and attitudes for enhancing the infrastructure and sustainability of local community coalitions; (2) collaborating with peers to enhance community coalition efforts; and (3) participating in professional development and leadership skill-building opportunities. Learning will be supported through a series of professional development opportunities, bi-weekly coaching support meetings, and the practical application of skills learned to enhance their overall coalition's efforts.

#### Foundations in Community Coalition Development

Based on the work of Dr. Frances Dunn Butterfoss, PhD, and the book Ignite! Getting Your Community Coalition "Fired Up" for Change, up to 8 coalitions will participate in a 3-month series of virtual learning

opportunities by joining a learning community that will engage in a collaborative process with other Ohio community coalitions. These sessions are designed to enhance coalition infrastructure and capacity based on coalition best practices, regardless of each participating coalition's primary problem of practice. All participants are expected to develop and complete deliverables to support their coalition's work. See scope of work for more details on deliverables.

## Coaching Assistance

Each participating coalition, to maximize the transference of new information and skills, will be assigned a Coalition Coach who they will meet on a bi-weekly basis.

All development and coaching available through this learning opportunity are offered to participating coalitions at no cost. Applicants should remember that this is a unique opportunity to receive funds to support professional development and skills application. Therefore, selected coalitions will be expected to participate fully in every aspect of the initiative. Further, Continuing Prevention Education Units will be available for all learning community sessions.

## Scope of Work

All selected applicants will be responsible for the following:

- Ensure that at least two coalition members – and no more than four coalition members – can fully and consistently participate in the initiative. The requirement is the same two individuals will attend the learning community sessions to ensure continuity of the work. Exceptions will be made on a case-by-case basis. Personnel changes must be pre-approved by the PAA/Ohio Coalition Institute Leadership Team.
- Participate in learning community meetings to further develop effective knowledge and skills for enhancing the infrastructure and sustainability of their community-based coalition. Learning community meetings will be held virtually. Selected applicants can expect to participate in approximately six (6) 2 hour interactive virtual meetings, and an in-person celebration event in June 2025. These learning community meetings are mandatory and at least two people must attend. Applicants should place a hold on their calendars once they receive a notice of award.

### Scheduled Training Dates

- 4.2.25 | 10 am – 12 pm Virtual Training
    - Coaching session - Date/ Time TBD by Coach and Coalition
  - 4.16.25 | 10 am – 12 pm Virtual Training
    - Coaching session - Coaching session - Date/ Time TBD by Coach and Coalition
    - Product A Due on 4/TBD - Coalition to complete
  - 4.30.25 | 10 am – 12 pm Virtual Training
    - Coaching session - Coaching session - Date/ Time TBD by Coach and Coalition
  - 5.14.25 | 10 am – 12 pm Virtual Training
    - Coaching session - Coaching session - Date/ Time TBD by Coach and Coalition
    - Product B Due on 5/TBD - Coalition to complete
  - 5.28.25 | 10 am – 12 pm Virtual Training
    - Coaching session - Coaching session - Date/ Time TBD by Coach and Coalition
  - 6.11.25 | 10 am – 12 pm Virtual Training
    - Coaching session - Coaching session - Date/ Time TBD by Coach and Coalition
    - Product C Due on 5/TBD - Coalition to complete
  - 6.25.25 In Person Celebration Session
- Participate in bi-weekly coaching sessions with their assigned Coalition Coach. These sessions are

designed to support the coalitions through a mentoring and technical assistance approach. This time is to be utilized to ensure the necessary support is received for the coalition participants to successfully complete the mandatory deliverables, overcome challenges, answer questions, and further discuss The Foundations in Community Coalition Development session topics. Dates and times for these sessions will be coordinated individually between the assigned Coach and the coalition participants.

- Complete the associated products that are designed to support the transfer of knowledge attained during the learning community sessions to a practical application that will benefit the participating coalitions. All activities and deliverables will be completed in between bi-weekly learning community sessions and supported by the Coaching sessions.
  - 3 coalition products will be submitted in the intervals outlined above in the scope of work
    - Participants will be able to choose 3 of 6 possible product choices that best fits the needs of your coalition
- **The final report must be completed and submitted by Friday, June 27, 2025 by 5:00pm EST.**
  - **Template to be provided by PAA/ Ohio Coalition Institute leadership**
- Discounted registration for the Ohio Prevention Conference in December 2025

## Permissible Use of Flexible Learning Stipends (FLS)

Along with the monthly professional development opportunities, we are pleased to offer \$3,000 in Flexible Learning Stipends to coalitions selected to participate in this funding opportunity. Applicants may choose between two options for how to utilize their awarded Flexible Learning Stipends, either to support personnel participating in the study group or increase coalition visibility in their community. The budget narrative will signal to the review committee how each applicant plans to allocate funds. Regardless of which option applicants choose, all applicants are required to:

- Attend all learning community sessions from April 25 to June 2025;
- Attend all Coaching sessions from April 2025 to June 2025
- Complete 3 products as outlined
- Attend an in-person celebration in Columbus, Ohio in June 2025. *This event may require expenses related to travel and/or lodging depending on the participant's location. Coalitions may choose to allocate some of their FLS funds to attend the event, at their discretion. For those that choose to do so, this must be itemized in their budget and explained in their budget narrative.*

Funds may be expended on salary and benefits, travel, lodging, per diems, marketing, supplemental training aids, materials and supplies, participant group activities/incentives, meeting space rental, registration fees, and other items approved in writing by the PAA/Ohio Coalition Institute Leadership Team.

Failure to complete all deliverable requirements will result in the coalition re-paying any funds spent on activities to increase the visibility of the coalition to Prevention Action Alliance. **Note that a minimum of two of the same individuals, up to a maximum of four individuals from your coalition, must participate in the entire learning community process in order to be in compliance with this funding opportunity.**

## Application

### Deadline

Proposals are due **March 13, 2025 by 5:00 pm EST**. All **Ohio-based** community coalitions are eligible to participate. Late applications will not be reviewed or considered.

### Funding, Fiscal Agent, and Timeframe

Applicants may apply for and receive a \$3,000 flexible learning stipend for this one-time, three-month

funding opportunity beginning March 19, 2025 until June 27, 2025.

Coalitions applying for this funding opportunity must be an IRS designated 501©3 nonprofit or have a fiscal agent in place that can accept funding.

### Proposal Contents

Applicants must submit the following information in the application found here <https://preventionactionalliance.org/community-resources/foundations-community-coalition-development-rfp/>:

1. Cover Sheet, including:
  - a. Name of implementing agency/fiscal agent
  - b. Phone number
  - c. Address
  - d. Executive Director, name and contact information
  - e. President of the Board of Directors name and contact information
  - f. Fiscal officer name and contact information
  - g. Organization federal tax ID number or 501c3 designation letter
  - h. Mission and vision of organization
  - i. Identify any organization social media accounts
  - j. Amount of funding being requested
2. Program Specific Information. Please provide concise and detailed information on the following:
  - a. The name and a short description of your coalition. If any of the following documents are available, please include them as attachments to your submission:
    - i. Current membership list and any existing subcommittees,
    - ii. Schedule of coalition meetings from the past 12 months,
    - iii. Written strategic plan for your coalition if your coalition has created one.
  - b. The names, titles, and qualifications of the two to four individuals who will participate in the learning community meetings.
    - i. Please also describe their role within the coalition, willingness to participate in a in a collaborative environment.
  - c. How would participating in this learning opportunity benefit your coalition?
  - d. Describe any anticipated obstacles or challenges with participating in the learning opportunity.
3. Funding
  - a. Detailed budget narrative (Please use the provided template for budget details and narrative)
4. Conditions of Award and Assurances
  - a. The applicant must accept all conditions of award and assurances (preview on page 6) and include a **signed** copy of the conditions of award and assurances with their proposal to be eligible. **You must use the PAA Assurances page provided in the application.**

**Note: Signatures will not be accepted unless they are signed with a blue or black pen or submitted with an Adobe-certified digital signature.**

## Budget Template

See "Permissible use of funds" section in RFP for acceptable cost areas and levels. The total costs listed in the "Amount from PAA" column may not exceed the grant funding amount (\$3,000). Add other categories or items as appropriate.

You may include in-kind donations or matched funds that are helping you achieve the project goal. This budget template must be uploaded and submitted with your application.

Category or Item	Amount from PAA	Amount from In-kind or donations
Personnel		
Supplies		
Travel Expenses (mileage, hotel costs, etc.) – please include end of grant celebration in these costs		
Conferences/Training/Registrations		
List other specific expenditures		
<b>Sub Total:</b>		
<b>Total Cost:</b>		

Budget Narrative:

## Assurances

The undersigned grantee \_\_\_\_\_ makes the following representations and agrees to the following conditions in accepting Funds from Prevention Action Alliance.

1. Grantee will utilize the Funds solely for the conditions outlined in grant application.
2. Grantee will provide Prevention Action Alliance with a copy of a W-9 of the fiscal agent upon submission of this signed assurance.
3. Grantee will acknowledge the source of the Funds on all written materials generated from the Project, and in all advertising and media releases using the following language  
*Made possible with support from the Ohio Department of Mental Health and Addiction Services*
4. Grantee will complete all activities, reporting requirements, and related expenses by dates in RFA including calculating expenditures and return any unspent Funds to Prevention Action Alliance on June 27th or two weeks before final report is due, whichever is first. If the Grantee does not expend the entire portion of the awarded Funds, they will be returned to Prevention Action Alliance.
5. Grantee will not make any budget changes without the prior approval of Prevention Action Alliance. If Funds are used for any purpose other than set forth in the application, without written approval, the applicant will repay the full amount for the grant.
6. Grantee agrees not to accept sponsorship from or partnership with the alcohol, tobacco, cannabis, and gambling industry for any purpose within the scope of this project.
7. To the extent permitted by applicable law, including, but not limited to, Ohio Revised Code Chapter 2743 and Section 3345.40 and Section 9.86, Grantee agrees to be responsible for the negligent acts and omissions of its officers, representatives and employees engaged in the scope of their employment and arising under this Agreement, as determined by a court of competent jurisdiction. Nothing in this provision shall be construed as a waiver of the sovereign immunity of Grantee and/or the State of Ohio beyond the waiver provided in Ohio Revised Code Section 2743.02. Grantee shall at all times maintain appropriate levels of insurance to cover possible legal exposure(s).
8. By accepting the funds you are affirming that you are eligible to receive federal funding. Applicants who are suspended or debarred from receiving federal funds are not eligible to receive Funds through this opportunity. Further, grantee is aware that Lobbying – Section 319 of Public Law 101- 121 generally prohibits recipients of federal grants and cooperative agreements from using appropriated funds for lobbying.
9. Grantee possesses the legal authority to apply for the grant and a motion resolution, or similar action has been adopted by Grantee and certified or executed by a duly authorized officer or representative of Grantee, authorizing the filing of the application for the Funds, including all understandings and assurances contained therein, and directing and authorizing the person identified below as the official representative of the Grantee to act in connection with the Application and to provide such additional information as may be required.
10. Grantee will comply with all applicable federal, state and local laws prohibiting unlawful discrimination on the basis of race, color, gender, sexual preference, national origin or disability.
11. By accepting the Funds, Grantee agrees to spend the monies for their agreed upon purpose, and will arrange to have a single audit should you meet the federal expenditure guidelines. Grantee also agrees to provide Prevention Action Alliance with an accurate accounting of grant expenditures for this grant accompanied by receipts should our auditors request it.
12. Grantee understands that failure to meet the parameters of these assurances will be considered in application reviews for all future Prevention Action Alliance projects.

## Rubric for Proposals

Scoring Key	Explanation
0-2	<b>Is Not Addressed.</b> Does not comply with the requirement and/or does not address expectations for the criterion.
1-3	<b>Weak.</b> Does not substantially meet the requirement and/or does not substantially meet expectations for the criterion.
4-6	<b>Meets.</b> Meets the requirements and meets expectations for the criterion.
7-10	<b>Exceeds.</b> Exceeds the requirement and exceeds expectations for the criterion.

Proposals will be scored on technical merit and budget. Point values are provided.			
Proposal Content	Possible Score	Actual Score	Total Score
1. Cover sheet <ul style="list-style-type: none"> <li>a. Organization information including Executive Director and Fiscal Officer</li> <li>b. Federal tax ID number</li> <li>c. Mission and vision of organization</li> <li>d. Any organization social media.</li> <li>e. Amount of funding being requested.</li> </ul>	10		
2. Program Specific Information <ul style="list-style-type: none"> <li>a. Name and short description of coalition was provided. If applicable, the following were provided as attachments:               <ul style="list-style-type: none"> <li>i. Current membership list and any existing subcommittees</li> <li>ii. Schedule of group/coalition meetings from the past 12 months</li> <li>iii. Written strategic plan for the group/coalition if the coalition has one</li> </ul> </li> <li>b. A list of names and qualifications of the two to four individuals who will be participating in the learning community was included.</li> <li>c. Described willingness to learn with and from others in a collaborative environment and their openness to applying new strategies to their work.</li> <li>d. Applicant describes how the coalition will benefit from this learning opportunity.</li> <li>e. Applicant described anticipated obstacles or challenges related to participating in the learning community.</li> </ul>	50 (10 possible for each section of program information)		

## Rubric for Proposals Cont.

Proposals will be scored on technical merit and budget. Point values are provided.			
Proposal Content	Possible Score	Actual Score	Total Score
3. Funding a. Total amount of funds being requested b. Description of matched funds, if any c. Staff commitment d. Budget narrative	10		
4. Conditions of Award and Assurances: All accepted; applicant signed and attached a copy to application.	Y/N		
<b>Total Score:</b>	<b>70</b>		<b>____ /70</b>

**The application deadline is March 13, 2025, 5:00 PM EDT.**

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*The Foundations in Community Coalition Development is made available through Prevention Action Alliance, in partnership with the Ohio Coalition Institute, with funding by the Ohio Department of Mental Health and Addiction Services.*

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