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## Frequently Asked Questions (FAQs) The Mini Grants Program 2016-17

**Q1:** Are we allowed to offer a small stipend to teacher/counselors who participate in a conference which is entirely designed to educate them in some of the topics listed in the grant?

**A1:** No. On page 10, the Mini Grants Grant Guide under “Budget Restrictions” states, “Funds cannot be used to supplement the salaries of existing full-time staff of the organization.” Review the Mini Grants Grant Guide “Evaluation and Scoring Criteria” on page 11 to determine if the proposed approach meets the intent of the grant and would be competitive.

**Q2:** Can the funds be used for only our employees to either further their education in a healthcare related field, and/or provide continuing education seminars/conferences? Or do we have to partner with other community organizations, such as the school district?

**A2:** The Mini Grants Grant Guide does not define “simulated health care settings.” Review the Mini Grants Grant Guide “Evaluation and Scoring Criteria” on page 11 to determine if the proposed approach meets the intent of the grant and would be competitive.

**Q3:** Can an applicant propose to embed activities from Category B into Category A? For example, host a conference that features hands-on experiences and direct interaction with professionals in simulated settings?

**A3:** Yes. Please review the Mini Grants Grant Guide “Evaluation and Scoring Criteria” on page 11 to determine if the proposed approach meets the intent of the grant and would be competitive.

**Q4:** What is the difference between “supplement the salaries of full-time staff” and “release time for full-time staff” on pages 9-10?

**A4:** Grant funds may not be used to supplement salaries of full-time staff. They cannot add to the current salary of existing full-time staff members. You cannot pay them a higher salary to make up for their work on the grant project or reimburse them for overtime. Funds can be used for release time for full-time staff to participate in the grant. Full-time staff can continue to receive their regular salary from their institution



while the institution is reimbursed from the grant. If the applicant wished to request reimbursement for release time, it should be noted in their application.

Q5: We would like to use a large portion of Mini Grant funds to train those supervisors to work cross-culturally with their students. It means though that Mini Grant funded activities will mostly be directed at white supervisors. Are we eligible/competitive?

A5: No. Training supervisors does not meet the intent of the grant. See the "Grant Deliverables," "Award Categories A and B," and "Additional Components" sections of the Mini Grants Grant Guide. Review the Mini Grants Grant Guide "Evaluation and Scoring Criteria" on pages 11-12 to determine if the proposed approach meets the intent of the grant and would be competitive.

Q6: If we do less than 100% mental/behavioral health, do we need to touch on all of the primary health careers listed in the Grant Guide?

A6: No. Other primary care careers must be promoted but are not limited to the list in the Grant Guide.

Q7: JFK University is interested in submitting a similar/same request as last year, building on the Mental Health Careers Symposium in the interest of building a strong, diverse program while adding new elements and/or partners. What is OSHPD's position on submissions that are similar to the prior year RFP?

A7: All applications received are reviewed as first-time applicants.

Q8: Are schools eligible to apply as the lead applicant?

A8: Yes. On page 4, the Mini Grants Grant Guide states, "Proposals will be accepted from public, private non-profit, and private for-profit organizations located within California."

Q9: How many applications can we submit for Award Category A and/or Award Category B?

A9: There are no limits to the amount of applications an organization can submit. Please review the Mini Grants Grant Guide on "Submitting Multiple Applications" on page 9.

Q10: Can funds supplement part-time staff?

A10: Yes. See pages 9-10 of the Mini Grants Grant Guide for "Budget Restrictions."

Q11: If the grantee is a school district, does it need to have a Board resolution? Or can it have a letter from the Superintendent?

A11: You will need to work with your organization's board administrators to make that determination.

Q12: Is the board resolution required at the time of application submission?

A12: No. It is required at the time of grant execution.

Q13: Can an organization submit a grant for both Award Category A and Award Category B?

A13: There are no limits to the amount of applications an organization can submit. Please review the Mini Grants Grant Guide on "Submitting Multiple Applications" on page 9.

Q14: Who would be an appropriate source for a letter of recommendation?

A14: The Mini Grants Grant Guide does not define who would be an appropriate source for a letter of recommendation. Review the Mini Grants Grant Guide "Evaluation and Scoring Criteria" on page 11 to determine if the proposed approach meets the intent of the grant and would be competitive.

Q15: Can you submit more than one letter of recommendation?

A15: Yes. Please review the Mini Grants Grant Guide on "Letters of Recommendation" found on page 20.

Q16: Can you re-apply for the same project or is a new project idea needed?

A16: Yes. You may re-apply. All grants received are viewed as first-time applicants.

Q17: The pre-post survey administered before and after the conference - would there be a need to include a change from past years as well to show how the annual conference has improved awareness of mental health and careers in the region?

A17: No. All applications received are viewed as first-time applications.

Q18: For Form 9, are there specific requirements for data evaluation methodologies (besides the included participant survey as specified in the grant guide)? How rigorous is the evaluation expected to be?

A18: No. There are not specific requirements for collecting and reporting data for the proposed program activities besides the post participant survey questions.

Q19: Can we list more than one partner?

A19: Yes. At least one partnership should be listed.

Q20: Is this grant for Fiscal Year 2016-17 but actually to be implemented in FY 17-18?

A20: Yes. The grant cycle is from June 2017 to June 2018. Please see "Key Dates" on page 15 of the Mini Grants Grant Guide.