

BEFORE APPLYING FOR THIS FUNDING OPPORTUNITY PLEASE READ!

Please review all documents, webinar and instructions before starting application.

MANDATORY REQUIREMENTS

In order to be considered, applicants must meet the following mandatory requirements and submit the following documents with their applications:

- Must be a current** government entity, or a **current non-profit 501(c)(3) organization** and have submitted a copy of the tax status determination letter; or 990 series from the IRS that is filed with the Ohio Secretary of State; <https://businesssearch.ohiosos.gov>; <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>; <https://www.irs.gov/charities-non-profits/annual-exempt-organization-return-who-must-file>; <https://www.irs.gov>; IRS Business Division: 1-800-829-4933 or 1-877-829-5500
 - Ohio Secretary of State: www.sos.state.oh.us
 - 1-877-SOS-FILE

- Must have or be in the process of obtaining an OAKS Vendor ID. You will NOT be able to complete the funding opportunity without being an OAKS Vendor. This process is how you will receive funds from the State of Ohio.** For applicants that do not have an OAKS Vendor ID, vendor forms are available from the **Ohio Shared Services (OSS)** website, in the vendor section, under forms. To access the vendor forms, please go to: <http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx>; or contact OSS at 1-877-644-6771.

- Applicants must provide their OAKS Vendor ID in their application**, or provide a copy of the completed “Supplier Information Form” OBM-5657 that has been submitted to OSS;

- You will need a DUNS Number** for the Application. **DUNS Number (1-866-705-5711)**

- To begin to apply for the Community & Faith-Based Stigma Reduction Opportunity you will need to go to the Ohio Department of Mental Health and Addiction Services (OhioMHAS) website and fill out the intent to apply for the **Community & Faith-Based Culturally Competent Stigma Reduction Funding Opportunity form.**

After you complete the form you will receive instructions via email to set-up a password in the Grants and Funding Management System (GFMS) iPortal to Apply for funding.

After you set up the password the system will alert you when to apply for the funding in the OhioMHAS Grants and Funding Management System (GFMS).

Please review the step-by- step webinar for instructions. (OhioMHAS website)

What you will need in the GFMS iPortal!

Summary of Documents to be Uploaded in the GFMS iPortal

- Proof of Liability** – Insurance/summary
- Annual Financial Report/Audit** (you may submit an **exempt signed statement** for religious organizations, i.e., church, parish, synagogue, mosque, etc., will be accepted.)
- Program Documentation:** Project Abstract, Narrative
- Memorandum of Understanding (MOU)** or **Letter of Agreement** demonstrating partnerships or collaboration.
- Budget** (Sample of Budget Template will be located on OhioMHAS website)
- Additional attachments (**Project End Report** – Summary of the event)
- Reminder to check “I Agree” box for the Ohio Department of Mental Health and Addiction Services (OhioMHAS) Assurances.
- Allocation Signature page

A Sample of a Budget Template will be located on the OhioMHAS website as well as Fiscal Budget Definition Reference Guide. Please read before filling out the budget.

Items that are Not eligible for funding are as follows (please refer to reference guide):

- Food & Beverage
- Entertainment (disk jockey, bounce houses, games, clowns, etc.)
- Raffles or prizes
- Health Care Activities (medical screenings, medical equipment, etc.)

After the completion of your project, please use the Project End Report to summarize your events and upload in the GFMS iPortal.

All questions regarding this application process must be submitted via GOFBCI email address at GOFBCI@mha.ohio.gov.

No other forms of communication will be accepted.