

## GENERAL INFORMATION ABOUT THE MHSC PROPOSAL REVIEW PROCESS

**Purpose:** The MHSC Proposal Review Process was established to create an equitable and accountable system for the review of local proposals submitted to funding entities. For the person requesting review (the Requestor), the process provides a structured, clear, and consistent resource for voluntary or mandated proposal reviews. For the MHSC members, the process contributes to their knowledge and understanding of the submissions and initiatives that are needed or being planned, and thus an enhanced ability to promote collaborative efforts.

### Steps in the Process:

1. Collaborate: Community partners are strongly encouraged to share potential grant opportunities with the MHSC before a request is submitted to inform them about the opportunity and provide adequate notice a request may be made.
2. The Requestor shall contact MHSC staff or visit MHSC website for a proposal review packet, and then return the completed application to the MHSC staff. Review your proposal using the criteria below.
3. The MHSC usually meets monthly on the first Wednesday. Proposals shall be reviewed at the next regular meeting after receipt unless the Fast Track review process is requested and necessary. The Fast Track process entails e-mailing the request to the membership for response; response time will generally be 2-3 working days. An application needs to be completed for both the regular and Fast Track process.
4. Follow-up correspondence will be sent to all Requestors with results, comments, or additional questions in a timely manner.

**Types of Requests:** There are three types of requests that can be made of the MHSC

1. Review- The Requestor asks the MHSC to review the application with the intent of MHSC acknowledgement that the proposal was examined or they may simply request feedback for their own improvement. The MHSC may/may not be asked to comment. There is no endorsement at this level.
2. Review and endorse- The Requestor asks that after MHSC review, the MHSC write a letter of support to endorse the application's concept and/or proposed plan.
3. Review, endorse, and commit- The Requestor asks the MHSC to review, endorse, and also commit resources as a partner in the application.

**Accountability:** This application process ensures accountability for both the Requestors and the MHSC as the information will be kept on file and that there will be follow up after the MHSC decision is made. The MHSC staff will be responsible to follow-up with Requestors. Examples of questions that should be addressed afterwards include: Was the grant awarded? What activities/learnings resulted from it? If requested, was commitment from MHSC upheld?

### Other Information

- Community partners are strongly encouraged to share potential grant opportunities with the MHSC before a request is submitted- to inform them about the opportunity and provide adequate notice that a request may be made.
- The MHSC may issue multiple letters of support for the same grant initiative if proposals meet endorsement requirements.
- It is not necessary for an agency to be a member of the MHSC to receive a letter of support nor should membership in the MHSC be construed as an advantage in obtaining a letter of support.
- A member of the MHSC shall not vote on any request before the MHSC if that request for a letter of support involves his/her agency.
- In exceptional circumstances, the MHSC staff may authorize a letter if the request meets the criteria.

### Criteria

One of the key concerns is to identify opportunities for collaboration and non-duplication of effort. To be endorsed, the reviewers should answer yes to the following questions. If there is consensus within the group that the proposal answers the majority of these satisfactorily, the proposal will receive MHSC support.

- Does the application impact Montcalm County?
- Was the MHSC informed of this grant opportunity prior to this request?
- Is there evidence of collaborative planning?
- Does the application demonstrate a clear understanding of the problem/need?
- Does the application include the information necessary to be able to determine that the services are an appropriate response to the identified need?
- Based on the application, does the Requestor demonstrate an understanding of existing local interventions and committees/groups in the community who are addressing (or can be accessed to address) the identified need?
- Is there an appropriate evaluation plan?

**APPLICATION FOR PROPOSAL REVIEW- TODAY'S DATE:**

<b>Contact Name:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>Phone and E-mail:</b>	<b>Phone:</b> _____ <b>E-mail:</b> _____

<b>Project/Proposal Title</b>	
<b>Name of Funder and Funding Source</b>	
<b>Amount Requested</b>	<b>Local Match Amount:</b> _____ <b>Funder Amount:</b> _____ <b>Total Amount of Grant:</b> _____ <b>For time period:</b> _____

<b>MHSC Action Requested</b>	<input type="checkbox"/> Review only <input type="checkbox"/> Review and endorsement <input type="checkbox"/> Review, endorsement and MHSC Commitment
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<p><b>Provide a brief written sketch of project in space provided or attach prepared written information.</b></p> <p><b>Things you should address include:</b></p> <ul style="list-style-type: none"> <li>• Project timelines</li> <li>• Issue/problem/need</li> <li>• Partners involved with planning and implementation</li> <li>• Target population</li> <li>• Service delivery area</li> <li>• Service(s) provided</li> <li>• Outcomes/evaluation</li> </ul>	
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If requested, the following information is needed to write an MHSC Letter of Support. A sample support letter is encouraged.	Response deadline:  Who should a letter of support be directed and addressed to?  If applicable, please note any specific information/emphasis you'd like included in the letter:
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**Please send completed form to:** Jeni Williams, Staff  
 Montcalm Human Services Coalition  
 211 W. Main Street, PO Box 368 Stanton, MI 48888  
 By Ph: (989) 831-7300      By Fax (989) 831-7375      By E-Mail: [jwilliams@co.montcalm.mi.us](mailto:jwilliams@co.montcalm.mi.us)