

Elgin Township Community Mental Health Board Prevention Funding Guidelines

Elgin Township Community Mental Health Board Mission

The Elgin Mental Health Board responsibly contracts for high quality mental health, substance use, and developmental disability treatment, prevention, and support services for residents of Elgin Township and enhances local collaboration of care

Elgin Township Community Mental Health Board Vision

- Envisions a full range of high quality, coordinated mental health services based on assessment of needs to make a positive difference in the quality of life of Elgin Township residents.
- Believes the residents that receive funded services are central to all aspects of service delivery. The Mental Health Board expects that service delivery will remain client centered rather than focused on program needs.
- As fiscal agents of Elgin Township's mental health tax funds, the Mental Health Board is committed to both sound fiscal management and clear communication.
- Emphasizes collaboration, cooperation and networking.
- Is committed to providing leadership of a coordinated mental health service system with ongoing communications among funders, service providers, advocates, recipients, and residents.

Prevention Service Funding

The Community Mental Health Board will release a Notice of Funding Opportunity to the community in November of 2025. Applicant agencies must serve Elgin Township residents in direct or prevention of mental health, substance use, or developmental disability services and may not receive Direct Service Funding. **Funds may not exceed \$25,000 per**

agency per year. In order to qualify, service providers must be able to present detailed agency budget and revenue sources, proof of 501(c)3 non-profit status, general program outcomes, and proof of residency for clients. It is on the onus of the service provider to acquire releases from clients to allow the exchange of potentially identifying information to a funding source. Each contract will be awarded for a one year term. Applications are due by 5:00 pm on **February 4th, 2026**. Applications received after the deadline will not be considered. Awards will be allocated at the February 18, 2026 Mental Health Board meeting and will be dispersed beginning April 1, 2026. The period of funding is April 1, 2026 to March 31, 2027.

Approved Funding

Agencies may request for funding for the following:

- Salaries of staff with the exception of Executive Director or CEO
- Staff retention efforts
- Administration and back office staff (i.e. accountants, IT, clerical staff, etc.)
- Capital funds but not consumable program supplies.
- Staff development efforts
- Direct service—although **Mental Health Board funds cannot supplement Medicaid**
- Transportation funds for clients
- New programs
- Rent
- Respite services
- Community involvement/recreational for residential clients
- Transportation reimbursement for staff
- General operating funds

Reporting Requirements

Awarded agencies must be able to submit proof of how the funds were spent in accordance with contract awarded based on application. Each awarded agency will also be required to present the status of the funding to the Mental Health Board once a fiscal year (April 1-March 31) over the course of the contract along with regularly monthly submitted reports.

