

State Fiscal Year 2025 OSPF Youth-Led Grant Request for Proposal

OHIO'S VOICE FOR SUICIDE PREVENTION



Final Application Deadline | February 21, 2025

Executive Summary

The Ohio Suicide Prevention Foundation (OSPF) is accepting proposals for best practice suicide prevention activities planned and completed by youth-led programs in Ohio. Proposals may be connected to programs and campaigns already supported by OSPF, such as [Sources of Strength](#) and [Be Present Ohio](#) or programs unconnected to OSPF, like SADD and original youth-led programs.

Funding Period: March 3, 2025 – June 30, 2025

Issue date: December 5, 2024

Proposal Submission Deadline: February 21, 2025

Award Amount: Up to \$750 (limit one proposal per school/program)

Eligibility: Youth-led programs in Ohio featuring participants in middle school, junior high, and/or high school.

Questions: Contact Evi.Roberts@OhioSPF.org no later than February 14, 2025.

Funding and support for this RFP comes from OSPF and the Ohio Department of Mental Health and Addiction Services.

Funding Overview

The Ohio Suicide Prevention Foundation (OSPF) prides itself on its involvement with and support of youth-led programs in Ohio, such as Ohio's 180 [Sources of Strength Secondary Programs](#); as well as [Be Present Ohio: The Online Experience](#), co-developed by OSPF with feedback from thousands of youth who influenced program design and content.

In March of 2025, OSPF will fund up to 10 proposals from youth-led programs in Ohio. Proposals will be chosen by the OSPF Youth Advisory Council; activities funded by OSPF will need to be completed before June 30, 2025.

Proposals must focus on evidence-informed or evidence-based suicide prevention activities. Proposals may be submitted by an adult advisor/adult ally; proposals must demonstrate planning and ideas that originate from youth. Strong proposals will demonstrate experience implementing youth-led activities. Letters of support, local news articles, or other evidence of program effectiveness are recommended.

Note: This opportunity, from the RFP to the selection process, has been designed with youth leaders in mind. Grant applications will not be penalized for demonstrating a youthful presentation.

Permissible Use of Funds

Funds may be used for materials and supplies, food/beverages (for programming purposes only, not meetings or trainings), participant giveaways, equipment, marketing expenses, event space rental fees, travel, staff salary, and other items listed in the budget/budget narrative template.

Grant Activities and Proposals

Proposed activities must be evidence-informed or evidence-based (put another way, they must be based on what science says works). Activities must also be youth-led and focus on suicide prevention and/or mental health.

Proposal Components

- A. Organization Face Sheet. This part introduces the applicant and should include the following information:
 - a. Applicant organization/school name, address, and federal tax ID
 - b. Executive director/superintendent's name and email address
 - c. Prevention program title
 - d. Name and email address of the adult who will be responsible for supporting the grant (Lead Adult Advisor)
 - e. Amount of funding requested (up to \$750)
 - f. Title of proposal
- B. Project Narrative (**3-page limit**). This part describes the applicant's plans and should include the following details:
 - a. A short description of the prevention program, including what the group's goal is, when the group was founded, what the group has done in the past, and what the group is working on now/next.
 - b. What is the problem, or specific issue, the applicant's proposal is meant to address (not just "suicide," but stigma, isolation, lack of sleep, etc.)?
 - i. How does this problem affect suicide and/or mental health?
 - ii. What population will your project focus on?
 - c. What activity/ies would the applicant plan with funding from OSPF to address the identified problem?
 - i. How would the applicant's proposed activity affect the identified problem?

- ii. What evidence is there that this activity would affect the identified problem as intended?
 - iii. What is the plan and timeline to complete the proposed activity/ies?
 - d. How does the applicant intend to track and/or measure their success (pre-/post-data? Satisfaction surveys? Interviews, etc.?).
 - e. The applicant must submit a 1- to 2-page report that summarizes how funding was used, how the project went, progress toward project goals, if they would repeat the project, and what they learned from the experience. The report is due by July 15, 2025, but may be turned in any time after their activities are completed.
- C. Budget and Budget Narrative. This part describes how the funds will be used to make the grant proposal a reality.
- D. Conditions and Assurances Agreement. Must be signed by the executive director or school superintendent and organization/school fiscal officer.
- E. Organization Form W-9. This is a tax form that must be filled out by the applicant organization. [A template can be found here.](#)

Submission Information

All proposals should be emailed as PDFs to Evi.Roberts@OhioSPF.org. Applicants will receive an email confirming the application was received within 5 business days of submission. If no confirmation email is received, applicants should contact OSPF by phone at 614-429-1528 to follow up.

Review and Selection Process

The OSPF Youth Advisory Council (YAC) will grade proposals using the rubric at the end of this document. YAC members may come from groups applying for funding, but they will not be able to review or influence their group's application. Funding announcements will be emailed by March 3, 2025.

OSPF reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project, or make an award for a shorter duration. OSPF reserves the right to ask clarifying questions, issue conditional awards, and negotiate a best and final application with one or more applicants. OSPF reserves the right to waive errors and omissions that do not materially affect the application. Errors and omissions may result in lower evaluation scores or rejection of the application.

SFY25 OSPF Youth-Led Grant | Budget and Budget Narrative

Introduction: This document should be used to develop the applicant budget.

Directions: Fill out the table below to show how funds will be used. Use the “funding” column to list the funding amount requested for each category. Use the “budget narrative” to justify why that category is needed for your proposal.

Budget Categories	Funding	Budget Narrative
Personnel		
Fringe Benefits		
Consultants		
Subscriptions & Publications		
Supplies		
Printing/Copying		
Rent/Lease Expenses		
Phone/Utilities		
Rentals		
Motor Vehicle		
Travel-hotel		
Food		
Conference/Training/Registration		
Equipment/Computer		
Furniture		
Totals		

SFY25 OSPF Youth-Led Grant | Conditions and Assurances Agreement

Introduction

The purpose of this document is to ensure that the applicant is aware of expectations that accompany an award from the Ohio Suicide Prevention Foundation (hereafter referred to as the “Award”) and of

(hereafter referred to as “Grantee”) if they receive the Award. By signing the Conditions and Assurances Agreement (hereafter referred to as “the Agreement,”), Grantee agrees to abide by the assurances enclosed as a condition of receiving the Award.

Funding Period: March 3, 2025 – June 30, 2025

Directions: Fill in document blanks and secure signatures from the Grantee Executive Director, Fiscal Officer, and Lead Adult Advisor. Applicants must accept the Agreement without amendment. Signatures must be completed with a physical signature on printed paper or an e-signature software such as DocuSign or Adobe. In organizations where one person acts as two signors (the executive director, the fiscal officer, and/or the Lead Adult Advisor), the individual in question should sign all applicable lines.

Conditions and Assurances

The undersigned grantee makes the following representations and agrees to the following conditions in accepting funds from the Ohio Suicide Prevention Foundation through the Ohio Department of Mental Health and Addiction Services.

1. Grantee will utilize the funds solely for the purpose of participation as outlined in the grant application.
 - a. Funds CANNOT be used for any product or publication purchased from OSPF.
 - b. Funds CAN be used for food/beverages related to or required by project work or for any travel purposes.
 - c. Funds CAN be used for the following, including but not limited to, personnel and fringe, office lease, utilities, telephone/Internet, and general supplies for the purposes of completing the goals and objectives of the grant.
2. Funds CAN be used to contract with third party subject matter experts and may be used to offer financial assistance to other

organizations/individuals for the purposes of completing goals and objectives of the grant.

3. 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 proposal and to provide such additional information as may be required.
4. Grantee will comply with all applicable federal, state, and local laws prohibiting unlawful discrimination on the basis of race, ethnicity, age, color, religion, sex, national origin, sexual orientation, or disability.
5. Grantee will acknowledge the source of the funds on all written materials generated from the Award, and in all advertising and media releases using the language:

“This project was funded by the Ohio Suicide Prevention Foundation with support from the Ohio Department of Mental Health and Addiction Services.”

6. Grantee will participate in and complete all activities related to the grant as specified in this RFP and in the Grantee’s accepted proposal.
7. Grantee will complete all activities and related expenses by June 30, 2025.
8. Grantee understands that failure to meet the parameters of 6 and 7 above will impact the grantee’s ability to receive funding from OSPF for future projects.
9. Grantee will calculate fund expenditures and report any anticipated unspent funds to OSPF by Friday, June 13, 2025.
10. If the Grantee does not expend the entire portion of the awarded funds, the remaining funds will be returned to OSPF by Monday, July 7, 2025.
11. Grantee will not make budget changes in excess of 10% of the total Award amount without the prior approval of OSPF. If grant funds are used other than as set forth in the application, approved budget, or the Agreement without written approval, the applicant will repay the full amount of the grant.
12. Grantee hereby agrees to indemnify, defend, save and hold harmless OSPF from any and all liabilities, obligations, claims, suits, actions, losses, damages, fines, penalties or any other costs which arise in whole

or in part out of any authorized or unauthorized acts by the Grantee, its representatives, agents, employees or affiliates, directly or indirectly related to the Award, accompanying funds, projects, or activities.

13. Grantee agrees not to accept sponsorship from or partnership with the alcohol or tobacco industry for any purpose within the scope of this project.
14. Grantee agrees not to alter the OSPF logo for any reason.
15. Grantee agrees to provide OSPF with an accurate accounting of grant expenditures for this grant accompanied by receipts upon request.
16. 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.

_____	_____	_____
Lead Adult Advisor Name	Signature	Date

_____	_____	_____
Fiscal Officer Name	Signature	Date

_____	_____	_____
Executive Director/ Superintendent Name	Signature	Date

SFY25 OSPF Youth-Led Grant | RFP Rubric

Introduction: The purpose of this document is to help applicants understand how each proposal will be scored by reviewers on the OSPF Youth Advisory Council. Applicants should use the rubric below to ensure they meet or exceed reviewer expectations for a competitive proposal.

Scoring: Reviewers will use the following scale to rate the proposal's ability to meet criteria. Applications can earn a maximum of 42 points.

0 = Proposal **does not meet** expectations for this criterion.

1 = Proposal **partially** meets expectations for this criterion.

2 = Proposal **meets** expectations for this criterion.

3 = Proposal **exceeds** expectations for this criterion.

Section	Maximum Score
Applicant Face Sheet	3 points
Project Narrative	30 points
Budget and Narrative	9 points
The Above Sections Combined	42 points

I. APPLICANT FACE SHEET – <u>3 points possible</u>	SCORE
1. Applicant organization/school name, address, and federal tax ID	
2. Executive director/superintendent's name and email address	
3. Prevention program title	
4. Name and email address of the adult who will be responsible for supporting the grant (Lead Adult Advisor)	
5. Amount of funding requested (up to \$750)	
6. Title of proposal	
Total Score	

Continued on next page.

II. PROJECT NARRATIVE – 30 points possible	SCORE
1. A short description of the prevention program, including what the group’s goal is, when the group was founded, what the group has done in the past, and what the group is working on now/next.	
2. What is the problem, or the specific issue, the applicant’s proposal is meant to address (not just “suicide,” but stigma, isolation, lack of sleep, etc.)?	
3. How does this problem affect suicide and/or mental health?	
4. What population will your project focus on?	
5. What activity/ies would the applicant plan with funding from OSPF to address the identified problem?	
6. What activity/ies would the applicant plan with funding from OSPF to address the identified problem?	
7. How would the applicant’s proposed activity affect the identified problem?	
8. What evidence is there that this activity would affect the identified problem as intended?	
9. What is the plan and timeline to complete the proposed activity/ies?	
10. How does the applicant intend to track and/or measure their success (pre-/post-data? Satisfaction surveys? Interviews, etc.?).	
Total Score	

III. BUDGET AND NARRATIVE - 9 points possible	SCORE
1. Nothing in the budget is forbidden by the <i>Permissible Use of Funds</i> section in the RFP or the Conditions and Assurances Agreement.	
2. The budget narrative satisfactorily explains how the applicant wants to spend the funds.	
3. This budget will clearly allow the applicant to complete their proposal.	
Total Score	