INTRODUCTION

I. Required Content of the Application
   A. Application Cover Letter
   B. Application Cover Sheet
   C. Table of Contents
   D. Request for Project Support and Conditions of Grant Form
   E. Project Summary/Abstract
   F. Proposal Narrative
   G. Lead Staff Resumes
   H. Timeline
   I. Budget and Budget Narrative
   J. Letters of Support

II. Eligibility and Selection Criteria
    A. Eligibility Criteria
    B. Selection Criteria

III. Submission Instructions and Deadlines
    A. Submission Instructions
    B. Contact Information
    C. Submission Deadline
    D. Application Audio Conferences
    E. Application Timetable

Appendix A. Sample Cover Letter
Appendix B. Application Cover Sheet
Appendix C. Budget Guidelines

Caring for Kids: Expanding Dental and Mental Health Services through School-Based Health Centers is a national program supported by The Robert Wood Johnson Foundation with direction and technical assistance provided by The Center for Health and Health Care in Schools, The George Washington University School of Public Health and Health Services.
Caring for Kids:
Expanding Dental and Mental Health Services
through School-Based Health Centers

Application Checklist

_____ Application Cover Letter
_____ Application Cover Sheet
_____ Table of Contents
_____ Request for Project Support and Conditions of Grant Form*
_____ Project Summary/Abstract
_____ Proposal Narrative
_____ Lead Staff Resumes
_____ Timeline
_____ Budget and Budget Narrative
_____ Letters of Support

*The Robert Wood Johnson Foundation Request for Project Support and Conditions of Grant Form can be obtained by emailing or faxing a request to Annette Ferebee at ajf@gwu.edu or (202) 466-3467. No phone calls please.
APPLICATION GUIDELINES

INTRODUCTION

Caring for Kids is a national initiative of The Robert Wood Johnson Foundation to increase access to mental and dental health services for children and adolescents through school-based health centers. This document accompanies the Foundation’s Call for Proposals (available at www.healthinschools.org and www.rwjf.org) and provides instructions on how to apply for a grant under the Caring for Kids initiative. The guidelines include details on what must be included in the application, how grant funds should be used as well as eligibility and selection criteria for awards.

I. CONTENTS OF THE APPLICATION

To complete your application, you must include a Robert Wood Johnson Foundation Request for Project Support and Conditions of Grant Form, which can be obtained from the Center for Health and Health Care in Schools.

Email or fax request with full name and mailing address to Annette Ferebee, MPH, Deputy Director at ajf@gwu.edu or 202-466-3467. No phone calls please.

The following materials and content should be included in an application submitted to Caring for Kids: Expanding Dental and Mental Health Services through School-Based Health Centers.

A. Application Cover Letter
The applicant organization should submit a cover letter that states the amount of funding requested and the proposed grant period. The letter should also state that the attached tax documentation is “true and correct.” Proof of the organization’s tax-exempt status must be attached to the cover letter. A sample cover letter is in Appendix A.

B. Application Cover Sheet
Please complete the Application Cover Sheet found in Appendix B.

C. Table of Contents
All applications must have a Table of Contents that lists information contained in the proposal and related page numbers.

D. Request for Project Support and Conditions of Grant Form
The form can be obtained from the Center for Health and Health Care in Schools. (See box above).
E. Project Summary/Abstract
The Project Summary/Abstract for the proposed Caring for Kids program should be brief and not exceed 250 words. It should describe the model intervention to be supported and the participants involved in program development and implementation.

F. Proposal Narrative (not to exceed 20 double-spaced pages of 12 pt. font)
The Proposal Narrative should address the following points:

- Identify and document unmet student needs that the grant will address. Successful applicants will demonstrate a significant level of unmet need.
- Explain why the selected program model responds to these needs.
- Describe the physical space required to implement the model and demonstrate the school-based health center and school willingness to provide the space. If appropriate, drawings are encouraged. If the service model involves classroom-based activities, document the approval by school administration and faculty for this use of class time.
- Define program goals and objectives with measurable outcomes that can be evaluated.
- Demonstrate the ability of the school-based health center to meet local and state credentialing and code requirements.
- Describe how the project will work with local, state, and private partners to develop sustainability strategies for continuing this program and similar programs after the grant has concluded.

Programs should draw upon one of the following program models to strengthen the center’s capacity to respond to dental or mental health needs:

Dental Program Models

- Sealant programs. School-based sealant programs have been developed in a number of locales during the past 25 years and more recently, a number of school-based health centers have pioneered sealant programs in their schools and communities. Information on model sealant programs is available from the National Maternal and Child Health Clearinghouse at [www.nmchc.org](http://www.nmchc.org).

- Comprehensive school-based dental programs. A small number of school-based health centers have demonstrated their capacity to organize preventive and restorative dental programs in schools. Connecticut and New York City, pioneers in this area, have launched comprehensive dental programs associated with school-based health centers. Typically these programs are staffed by dental hygienists and dentists and provide cleanings, x-rays, and restorations. Some of these programs have established permanent dental suites, others use portable dental operatories.
Caring for Kids: Expanding Dental and Mental Health Services through School-Based Health Centers

- **School-community partnerships for dental disease prevention and treatment management.** This model envisions school-based health centers’ partnering with community providers to offer both preventive and restorative care. In this instance, the school-based health center would provide intensive oral health education for children and their parents, and screen and case-manage students found to have untreated dental disease. Participating community dentists would provide restorations and other needed services.

**Mental Health Program Models**

- **Prevention programs that address the emotional and behavioral problems of school-age children and youth.** These programs may be implemented in the health center, in the classroom or in other venues easily accessed by students. The intervention should be evidence-based and reflect findings of evaluation studies. Recently, the Foundation supported a study by the Urban Institute that explored the potential of organizing promising health promotion interventions through school-based health centers. The study, available on The Center’s Web site, [www.healthinschools.org](http://www.healthinschools.org), identifies a number of promising prevention activities that address mental health issues.

- **Expanded mental health treatment programs within a school-based health center.** Possible models include collaborations with university training programs, such as those involving social work, psychology, psychiatry, and psychiatric nursing; linkages to community mental health centers and youth substance abuse programs; or joint efforts with family support and social service agencies.

- **Integrated models of mental health service delivery that links mental health services provided by the school-based health center to school-sponsored and community-sponsored mental health care.** As indicated in the literature, schools are the largest providers of mental health services to children. In general, school-supported mental health services are targeted to students eligible for services under the Individuals with Disabilities Education Act (IDEA) or special education. Mental health services organized by school-based health centers are not generally linked to IDEA-related services or other community-sponsored services. The potential benefits of closer ties among all mental health providers in schools are substantial: care provided to students, their families and school staff will be strengthened and collaboration may limit duplication of effort and enhance student outcomes.

All applications should take into account local and state requirements that define practice parameters. State health care finance policies — particularly those involving payment for mental health services and those that address reimbursement for IDEA-related services — are critical to program sustainability. Proposed projects should be developed in consultation with state officials from
Medicaid and SCHIP programs, the mental health agency and school-based health center offices.

Those states that do not have a specific office responsible for school-based health centers should speak with staff in the office of Maternal and Child Health.

G. Lead Staff Resumes
Attach the resumes for the lead staff working on the program.

H. Timeline
Beginning February 1, 2002, provide a three-year timeline for the program. In addition, a detailed work plan for Year One should be included.

I. Budget and Budget Narrative
Dental health services project are eligible for up to $225,000 over three years; mental health services projects are eligible for grants ranging from up to $180,000 to $225,000 over three years, depending on whether the project focuses on primary prevention or treatment. Up to six awards will be made for dental health projects and up to 10 will focus on mental health. Applicants may apply for support for only one model program.

Each grant application should include the following budget items:

- A line-item budget prepared in accordance with the budget guidelines issued by The Robert Wood Johnson Foundation, found in Appendix C. A line-item budget should be developed for each of the three grant years. A consolidated line-item budget for the entire period should be included with the application.
- A budget narrative should be prepared using the Foundation guidelines referred to above.
- Budgets must include travel for the project director and one colleague to attend an annual meeting to be scheduled in conjunction with the annual conference of the National Assembly on School-Based Health Care.

J. Letters of Support
Letters of support are required from the following organizations:

- The sponsoring agency
- The host school
- Parent organization
- Dental or mental health professional organization

Other letters of support may be included to indicate the range of individuals and organizations participating in the proposed project.

II. ELIGIBILITY AND SELECTION CRITERIA
This section describes the eligibility criteria for applicants and the selection criteria for determining successful applications.
A. **Eligibility Criteria**
To be eligible to apply, applicant institutions must sponsor at least TWO currently existing school-based health centers, one which must have provided services for at least two years. Certain letters of support are required to be included with the application. See Section I-J.

B. **Selection Criteria**
Eligible applications will be assessed according to the following criteria:

- The significance of the proposed program to the school-based health center field;
- The potential of the program for influencing policy or practice beyond the immediate project community;
- The thoroughness with which the application responds to requirements outlined from the grant narrative above;
- The applicant’s experience and qualifications for conducting the proposed project and the time commitment of key project staff who have the skills and experience to perform tasks required by the project;
- The number of students to be served; and
- The involvement of public and private agencies that will help develop sustainability policies.

III. **SUBMISSION INSTRUCTIONS AND DEADLINES**

A. **Submission Instructions**
Applicants must submit one original and seven copies to the National Program Office and one electronic copy to ajf@gwu.edu.

Caring for Kids: Expanding Dental and Mental Health Services through School-Based Health Centers
Attn: Annette Ferebee, MPH
The Center for Health and Health Care in Schools
1350 Connecticut Avenue, NW, Suite 505
Washington, DC 20036

B. **Contact Information**
Please address all questions related to the application to Annette Ferebee, MPH at the Center for Health and Health Care in Schools. Questions will be accepted by telephone, fax and email. The contact information is below:

Annette Ferebee, MPH
Phone: 202-466-3396
Fax: 202-466-3467
E-mail: ajf@gwu.edu
C. **Submission Deadlines**

(Electronic copies should be sent by Close of Business August 10, 2001)

D. **Application Audio Conferences**

The Center for Health and Health Care in Schools will host two application audio conferences prior to the submission date. Participation in an audio conference is encouraged, but not required.

E. **Timeline**

Caring for Kids: Expanding Dental and Mental Health Services through School-Based Health Centers

- **June 2001** Call for Proposals released
- **July 2001** Audio conferences on Dental and Mental Health Initiatives

  **Scheduled dates**
  
  *Dental Health Programs*: Wednesday, July 11, 2001
  1:00 PM – 4:00 PM (EST)
  
  *Mental Health Programs*: Thursday, July 12, 2001
  1:00 PM – 4:00 PM (EST)

- **August 10, 2001** Grant Applications Due
- **February 2002** Start of Grant Award Period
Caring for Kids: Expanding Dental and Mental Health Services through School-Based Health Centers

Attn: Annette Ferebee, MPH
The Center for Health and Health Care in Schools
1350 Connecticut Avenue, NW, Suite 505
Washington, DC  20036

Dear Ms. Ferebee:

As sponsor of the (school-based health center), we are submitting the enclosed proposal entitled ______________. The (applicant institution) is requesting $____________ from The Robert Wood Johnson Foundation for funding for this project for ______months/years beginning on (date).

The enclosed tax documentation describing our tax exempt status is a true and correct copy of the original on file and remains in full force and effect.

Sincerely,

(name of responsible person)
APPENDIX B

APPLICATION COVER SHEET

Project Title

_Dental Health Services Project _
Circle One  Sealant  Comprehensive  School/Community Partnership

_Mental Health Services Project _
Circle One  Prevention  Expanded  Integrated

Applicant Organization

Applicant Organization  Telephone Number

Name and Title of Contact Person  Fax Number

Address  E-mail Address

3. **BUDGET REQUEST**

<table>
<thead>
<tr>
<th>Year/Month/Day</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td></td>
</tr>
<tr>
<td>Three</td>
<td></td>
</tr>
</tbody>
</table>

4. **PROJECT DATES: Year/Month/Day**

From:  To: