

MISSOURI CRISIS INTERVENTION TEAM (MO CIT) COUNCIL MINI GRANT PROPOSALS | FISCAL YEAR 2024



01. INTRODUCTION

The Missouri Crisis Intervention Team (MO CIT) Council is seeking proposals from local CIT Councils for funding to sustain existing CIT programs and for expansion of CIT to new areas of the State. The funding is available for Fiscal Year 2024 (July 1, 2023 – June 30, 2024).

The purpose of the funding is to help offset expenses associated with ongoing CIT trainings and/or the development and implementation of CIT trainings. The funds are intended to support CIT programs across the State using the “Missouri Model of CIT.” CIT Councils receiving the funds are expected to adhere to the curriculum guidelines established by the MO CIT Council, the Council must also meet the definition of a CIT Council, and respond to data requests in a timely fashion. Please visit www.missouricit.org for more information on the Missouri CIT Curriculum and the definition of a CIT Council.

02. FUNDING

Applicants may request funds to help offset costs such as contractual services, mileage reimbursement, travel expenses related to CIT Expansion, and other miscellaneous expenses necessary to provide CIT trainings and support expansion.

For Fiscal Year 2024, applicants will receive funding on a *stipend basis per training, not for actual expenses incurred. Councils may receive stipends for the following trainings offered and completed:

| | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 Hour Training | \$150 per training |
| 16 Hour Training | \$200 per training |
| 20-24 Hour Training | \$250 per training |
| 40 Hour Basic Training | \$350 per training |
| CIT Banquet* | \$500 maximum per event (dependent on available funding) Banquet program/flyer or advertisement will be required along with stipend request after the banquet is held. |

CIT Mini Grant money is to be used at the discretion of the local CIT Council to support CIT in the local area and help cover the expenses incurred for costs related to those mentioned above.

03. APPLICATION PROCESS

All local CIT Councils wishing to apply for funding for costs associated with the implementation of CIT programs must submit a completed proposal incorporating all the items identified below. These items may be defined and submitted using the attached “click and fill” application:

- **Name and brief description of local CIT Council** | Identify the agencies participating in the local CIT Council (law enforcement and other first responders, behavioral health, and community partners); date the local Council was established; date and times of CIT Council meetings; counties represented by the CIT Council; and the stage of implementation (existing or expansion site).
- **Training(s) projected for Fiscal Year 2024** | Identify the number of Basic and Advanced CIT classes your Council intends to host. Provide this using the radio buttons located on the click and fill form for each training type.
**The Council's Mini Grant award amount will be based on this list of projected trainings.*
- **Budget Justification** | Identify the needs for CIT funds for your Council's stipend request(s) above for each training type.

Mini grant proposals must be submitted electronically (using the click and fill form provided) by close of business on **Monday, June 19, 2023** to khicks@mobhc.org or mailed to:

Missouri Behavioral Health Council
Attn: Kimberly Hicks
221 Metro Drive
Jefferson City, MO 65109

04. AWARD PROCESS

Award amounts are subject to available funding for Fiscal Year 2024. The selection committee will be made up of the Missouri CIT Coordinator, Department of Mental Health staff, and Missouri Behavioral Health Council staff. The committee will review and approve specific requests for proposals based upon need and the availability of funds.

Councils will be notified of approved awards by **Monday, July 3, 2023**.

Approved applicants will also be provided with the following supplies upon request:

- MO CIT flash drives for each person attending the MO CIT training.
- MO CIT pins for each person attending the MO CIT training.
- MO CIT Velcro patches for vests in lieu of pins.
- MO CIT pocket folders for each person attending the MO CIT training.

Supplies will be distributed at the State MO CIT Council meetings.

05. INVOICING & PAYMENT

To receive funds, awarded Councils must submit the following within thirty (30) of the approved training date:

- An invoice including the name of the local CIT Council, contact information, who the check is payable to*, address where the reimbursement check should be mailed, and the stipend amount requested. A sample invoice is attached.
****The “Payable To” must be a person or entity with an established bank account who can cash the check. If a Council does not have a bank account setup, please list an agency or individual with a bank account here instead of the Council name to avoid having to reissue checks.***

Please note: Receipts are NOT required to be submitted with the invoice since the Mini Grants will be funded on a stipend basis instead of an expense reimbursement basis for Fiscal Year 2024.

- The completed *MO CIT Training Participant Reporting Spreadsheet* which can be found at <https://www.missouricit.org/mo-cit-toolkit>; and
- The CIT training calendar/agenda that lists the topics covered in the CIT training.

Invoices and supporting documentation should be submitted to khicks@mobhc.org or mailed to:

Missouri Behavioral Health Council
Attn: Kimberly Hicks
221 Metro Drive
Jefferson City, MO 65109

All invoices must be submitted to the Missouri Behavioral Health Council by **June 15, 2024** for Fiscal Year 2024 to ensure year-end reimbursement. The Missouri Behavioral Health Council has thirty (30) days to process invoice requests.

06. CONTACT INFORMATION

Please reach out to Detective Jason Klaus (jklaus@mobhc.org, 573-547-4576) or Kimberly Hicks (khicks@mobhc.org, 573-434-2166) with any questions about the status of your proposal, the application, award process or invoicing.

SAMPLE INVOICE



SAMPLE

INVOICE

| | | | |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| MO CIT MINI GRANT REIMBURSEMENT | | PLEASE SUBMIT WITHIN 30 DAYS OF EXPENDITURES | |
| NAME OF COUNCIL: | SOUTHEAST COUNCIL | TO: | Missouri Behavioral Health Council Attn: Kimberly Hicks 221 Metro Drive Jefferson City, MO 65109 573.434.2166 |
| Contact Information (name, email, phone number of person requesting reimbursement): | PAYABLE TO: Community Counseling Center Attn: Savannah Martin 1321 W. Sainte Maries St, Ste D Perryville, MO 63775 | | |
| Address of where reimbursement check should be sent: | | | |

| DATE | DESCRIPTION | TOTAL |
|--------------|--------------------------------------|-----------------|
| 12/5/19 | Advanced CIT Stipend (8-hour course) | \$150.00 |
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| TOTAL | | \$150.00 |