



**MORaine TOWNSHIP**  
Community Mental Health Board

# **FY27 APPLICATION GUIDELINES**

*Moraine Township Community Mental Health Board  
March 10, 2026*

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## I. BACKGROUND

### A. HISTORY AND STATUTORY AUTHORITY

The Moraine Township Community Mental Health Board (MTCMHB) was established pursuant to the Illinois Community Mental Health Act, 405 ILCS 20/0.1. It was formed in 2025, funded by a Moraine Township referendum passed by Township voters in 2024, which provided approximately \$900,000 in tax revenue for its work. The MTCMHB is authorized to allocate these public funds for the planning, funding, coordination, and evaluation of services for Moraine Township residents that address mental health, intellectual and developmental disabilities, and substance use/addiction disorders.

### B. MISSION, VISION, AND VALUES

**Mission:** The MTCMHB is committed to promoting access to resources to address mental health challenges, substance use disorder, and intellectual or developmental disability services within the Moraine Township population, through the impactful use of funds to address gaps in the system and enhance the well-being for our residents.

**Vision:** Our goal is to foster a supportive, responsive, and inclusive environment that promotes recovery, resilience, and empowerment for individuals and families affected by mental health challenges, substance use disorder, and intellectual or developmental challenges.

**Values:**

- Inclusive and equitable
- Caring, compassionate, and empathetic
- Transparent and accountable to the community
- Creative, innovative, and open to new solutions

## **II. ELIGIBILITY AND GENERAL FUNDING REQUIREMENTS**

### **A. GENERAL ELIGIBILITY REQUIREMENTS**

To be considered for funding, applicants must:

- Be a nonprofit organization with tax-exempt status under Section 501(c)(3) of the IRS Code, a public agency, or a unit of local government;
- Have been in operation for at least one full fiscal year prior to the application date;
- Maintain a Board of Directors that reflects demographics and other characteristics of the clients served;
- Demonstrate financial and administrative capacity and have appropriate professional staff with the required certification/licensure and experience to provide the proposed services;
- Submit current audited financial statements or a certified financial review;
- And comply with applicable local, state, and federal laws, including non-discrimination requirements.

### **B. FUNDING**

MTCMHB funds programs that serve residents of Moraine Township in the areas of:

- Mental health,
- Intellectual and developmental disabilities,
- And substance use disorders/addictions.

MTCMHB may prioritize funding for programs that address identified community needs, fill service gaps, or serve underserved or at-risk populations within Moraine Township. Applicants are encouraged to demonstrate how their programs align with MTCMHB's statutory requirements; mission, vision, and values; and the needs of the Township's residents.

In alignment with [its current strategic plan](#), preference may be given to proposals that:

- Improve equity in access and reduce barriers related to language, culture, age, and other socioeconomic and demographic factors;
- Reflect evidence-based practices or pilot innovative or promising solutions;
- Promote or include collaboration among service providers or agencies;
- And/or align with other strategic priorities adopted by the MTCMHB.

### **C. SERVICE RECIPIENTS**

All funding must be used to serve Moraine Township residents. Applicants must clearly demonstrate how proposed services directly benefit residents of Moraine Township and the means by which township residency is confirmed.

Moraine Township has a population of over 34,000 residents, encompassing roughly 12 square miles of Lake County, Illinois, covering portions of four communities: Highland Park, Highwood, Lake Forest, and Deerfield. A map of the Township boundaries is available [here](#). Questions about township boundaries or residency should be directed to Guadalupe Somerville, MTCMHB Community Liaison, at [lupe@morainetownship.org](mailto:lupe@morainetownship.org).

### **III. FUNDING TYPES**

#### **A. ANNUAL GRANT CYCLE**

MTCMHB allocates annual funding each fiscal year through a competitive cycle. An application is released and eligible providers of services to Moraine Township residents are invited to submit a proposal according to the application requirements.

For its FY27 grantmaking cycle, the application will be posted in March 2026, applications will be due in April 2026, and awards are anticipated in May or June 2026.

Agencies may request up to \$100,000 of funding during the FY27 grant cycle. However, requests should generally be proportional to the number of Moraine Township residents served or projected to be served and the overall cost of the proposed program.

#### **B. SHORT-TERM FUNDING REQUESTS**

In addition to its annual cycle, MTCMHB may respond to additional small, short-term funding requests throughout the fiscal year, subject to the availability of funding. Short-term funding requests can be submitted at any time to be reviewed in a timely manner and voted on at a subsequent MTCMHB meeting.

For short-term funding requests, any service provider meeting MTCMHB's eligibility requirements may submit a formal Letter of Intent (LOI), not to exceed three pages, to MTCMHB including, at minimum, the following information: 1) a concise description of the purpose of the funding, 2) the amount of funding desired, 3) a detailed budget narrative, 4) why they are looking for short-term funding (e.g. crisis response, unexpected situation), 5) the expected impact of the funding, and 6) an explanation of how the request aligns with MTCMHB's strategic priorities. MTCMHB staff will provide feedback concerning the substance of the request and how the request relates to MTCMHB's strategic plan, priorities, and fund availability.

Examples of short-term funding requests that may be considered via LOI include emergency relief or crisis response needs, small short-term capital needs such as repairs, or urgent unforeseen programmatic needs. Typical short-term funding requests are under \$10,000.

#### **C. DIRECT SOLICITATION**

MTCMHB may also award funds through direct solicitation. In instances when MTCMHB has identified a particular population or need for service, an agency already serving the particular population or addressing that specific need may be directly solicited by MTCMHB. In such instances, MTCMHB may directly negotiate with the specific agency to develop and implement appropriate programming.

## **IV. FY27 FUNDING CYCLE**

### **A. FY27 GRANT TIMELINE**

- **Applications Available: March 10, 2026**
- **Application Due Date: April 10, 2026 at 11:59 pm Central Time**  
*To ensure a timely response to any submission questions, please contact MTCMHB staff prior to 4:30 pm on April 10.*
- **Application Review: April/May 2026**  
*Applicants may be requested to participate in a brief virtual call with MTCMHB staff/consultants during the review period as necessary to address any questions.*
- **Awards Made: May/June 2026**
- **Grant Period: July 1, 2026 – June 30, 2027**  
*Please note that MTCMHB anticipates its next annual grant cycle will begin in fall 2026 with awards made in March 2027.*

### **B. FUNDING AMOUNTS**

For this funding cycle, MTCMHB has up to \$500,000 in funding available to be awarded based on the quality of grant submissions. The average grant is estimated to be between \$25,000 and \$50,000. Maximum grant funds are \$100,000 per grant.

### **C. SUBMISSION GUIDELINES**

Applications must be submitted electronically via SurveyMonkey.

Submissions must include the completed application as well as the following required attachments:

- Board of directors list, including names and relevant demographics/experience to support services described in this application
- Resume(s) of program director and/or key staff
- IRS 501(c)(3) tax-exempt status determination letter
- Articles of incorporation
- Most recent 990
- Most recent audited financial statement, as applicable, or certified financial review if not
- Organization annual operating budget
- Program budget
- Annual report, agency brochure, and/or summary of services (optional)

All necessary documents MUST be submitted via SurveyMonkey. Paper submissions are not accepted. Incomplete or late applications may not be considered.

For any questions regarding submission, please contact Guadalupe (Lupe) Somerville, MTCMHB Community Liaison, at [lupe@morainetownship.org](mailto:lupe@morainetownship.org)

## **V. CONTRACTING REQUIREMENTS**

### **A. CONTRACT REQUIREMENTS AND OVERSIGHT**

All funding awards are contingent upon execution of a contract, which shall govern, among other things, the terms of service delivery, reporting, financial oversight, performance expectations, legal compliance, and allowable use of funds. The two main contract types (grant contracts and purchase of service contracts) are described below.

Award recipients will typically be required to:

- Submit twice yearly (mid-year and final) reports summarizing services delivered, number of Moraine Township residents served, and progress toward goals;
- Evaluate, in the final year-end report, outcomes against funded objectives;
- Retain financial and service delivery records for a minimum of 5 years and make such records available upon request;
- Cooperate with site visits, desk reviews, or other monitoring activities, as deemed necessary by MTCMHB; and
- Comply with all audit, insurance, indemnification, and reimbursement provisions, as outlined in the service contract.

Additional terms and conditions may apply depending on the type, size, and scope of funding. MTCMHB reserves the right to suspend, reduce, or terminate funding for noncompliance, misrepresentation, or failure to meet performance obligations, in accordance with the procedures stated in the service contract.

### **B. GRANT CONTRACTS**

Most grants from MTCMHB are awarded as grant contracts. These contracts typically cover treatment and prevention services as well as infrastructure, administrative services, training, capacity building, or other activities/deliverables that are not suited to a purchase of service contract. Grants are funded proactively to ensure access to a particular level of care or to underwrite the cost of infrastructure or staffing needed for the program.

Typically, grant payments are divided into two equal amounts over the term of the contract. Payment is predicated on the budget and performance obligations associated with the contract. Reconciliation of payments to actual expenditures shall be submitted to MTCMHB at the end of MTCMHB's fiscal year, and any unspent funds over one hundred dollars (\$100) will be returned to MTCMHB within 30 days of the contract end.

MTCMHB maintains full discretion in determining when to contract through grants versus POS.

### **C. PURCHASE OF SERVICE (POS) CONTRACTS**

In limited cases, funding from MTCMHB may be awarded as a Purchase of Service (POS) contract rather than a grant contract. In this contract type, payment is driven by retrospective billing for units of service provided within the constraints of the contract

maximum. Whenever possible and appropriate, MTCMHB contracts will establish rates based on those used by the State of Illinois (e.g., Rule 132, Medicaid Community Mental Health Services Program). The funded agency must maintain sufficient documentation to show coordination of benefits and eligibility of funding. This responsibility lies solely on the funded agency. The contract specifies the base rate.

MTCMHB maintains full discretion in determining when to contract through grants versus POS.

#### **D. RECOGNITION OF MTCMHB SUPPORT**

As a condition of funding, all award recipients must publicly acknowledge the financial support of the MTCMB in accordance with the terms of their contract. Acknowledgment must include MTCMHB's name and/or logo on program materials related to funded services, which may include websites, brochures, newsletters, flyers, signage, or other promotional or informational content. Verbal recognition should also be made at public events or media appearances that are supported in whole or in part by MTCMHB. MTCMHB may provide specific branding materials or guidance upon request. Recipients may be required to submit documentation demonstrating compliance with these acknowledgment requirements.

### **VI. RESERVATION OF RIGHTS**

All funding decisions are made at the sole discretion of MTCMHB and subject to the availability of appropriated funds. Neither the submission of an application nor the meeting of eligibility requirements creates an obligation on the part of MTCMHB to fund any request, in whole or in part.

MTCMHB reserves the right at any time to:

- Modify or withdraw funding and funding opportunities and eligibility requirements;
- Reject any application for any reason;
- Reduce, delay, condition, or adjust the disbursement of funds;
- Require additional documentation, clarification, or revisions during the review process;
- Impose special conditions on funding as deemed necessary; and
- Terminate or suspend funding in accordance with the terms of the service contract.

Nothing in these guidelines shall be construed to create a right or entitlement to funding. MTCMHB's decisions are final and not subject to appeal or reconsideration.

### **VII. CONTACT INFORMATION**

For any questions regarding FY27 submissions, please contact:

Guadalupe (Lupe) Somerville  
MTCMHB Community Liaison  
[lupe@morainetownship.org](mailto:lupe@morainetownship.org)  
847-233-1552