



Notice of Funding Availability (NOFA)
MENTAL HEALTH FUND (MHF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

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Contact Us

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OVERVIEW

Fund Description

Through funds designated by the Missoula Board of County Commissioners, the Mental Health Fund supports an emergency mental health system capable of providing crisis intervention and stabilization services to children and adults in crisis.”¹

Eligibility

Eligible applicants must meet all the following requirements:

- Be a nonprofit organization with current 501(c)(3) status or governmental agency.
- Provide emergency crisis intervention and stabilization services to children or adults within Missoula County.

Project Period

Funding awarded under this NOFA will support activities conducted during the period:

July 1, 2026 through June 30, 2027

All funded activities and expenditures must occur during the project period unless otherwise approved in writing by Missoula County. Funds may not be expended or obligated prior to July 1, 2026.

Funding Amount

For Fiscal Year 2027, the projected funding for MHF is \$132,838.

It is the purview of the Board of County Commissioners to determine the final amount available for funding. Availability of funds is not guaranteed. Missoula County will make no more than **two awards** for the full amount of available funding to the applicants with the highest scores on their applications.

Allowable Costs

Eligible costs include operations, personnel, direct services, planning, and training.

Matching funds

No matching funds are required.

¹ Description of Fund 2271 excerpted from Missoula County budget



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Application Deadline

All application materials must be submitted by 11:59 p.m. Mountain Time on Friday, May 22, 2026.

Late and/or incomplete applications will not be accepted.

Submission Process

Online Grant Portal

Applicants seeking MHF grant monies will submit their applications using an online platform. This grant portal system requires prospective applicants to create an account to access and submit their applications. Here are the steps:

Create an account in the Missoula County Grant Portal:

- Try to do this as soon as possible to allow time to gain familiarity with the system.
- The link to the grant portal is <http://missoula.co/grantportal>.
- See below for an image of the landing page. Note the grey “Create New Account” button in the lower left-hand corner.
- **NOTE:** If you already have an account, click on the blue “Log On” button and proceed.



Watch the training video and review the information about the online system:

- The training video and accompanying information is helpful to understand how to create an account and navigate an application.
- It is recommended that you invest a few minutes of your time to watch the video and get acquainted with how to navigate the online system.
- Those resources can be found here <https://support.foundant.com/hc/en-us/articles/4479853059991>
- **NOTE:** The training sections are generic about the grant portal features and navigating the system. They are not specific to the MHF grant application. However, your experience applying for the MHF grant will be much better if you are comfortable navigating the system.



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Accessing your application:

- Once you have created an account, you will use the grant portal when returning to work on your application and ultimately to submit the application.
- The grant portal is where you will also submit your quarterly reports.
- Note the blue “Log On” button in the lower left-hand corner of the page.
- Consider bookmarking the grant portal page for ease of access.

Collaborating:

- The system has a new collaborator feature that allows two users to work together on a single application.
- NOTE: Applicants should avoid working simultaneously on the same application to prevent overwriting each other’s changes.
- To learn how to turn on this feature, view this tutorial:
<https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration>

Missoula County Contact

If you have questions about the Mental Health Fund grant opportunity, contact the Grants and Community Resources Department at grants@missoulacounty.us.

Application Review Process

Applications will be reviewed through a competitive process for completeness and responsiveness, with attention to the purpose of the Mental Health Fund and other requirements outlined in this Notice of Funding Availability.

Applications will be reviewed using a standardized scoring rubric. Point values for each section are included within the application instructions.

In June 2026, the Board of County Commissioners will receive preliminary funding recommendations, and grantees will be notified of tentative award amounts. During this period, adjustments to those recommendations may be made based on the anticipated budget for the fiscal year. Applicants may be requested to submit revisions to their original application and budget. Final adoption of Missoula County’s fiscal year budget typically occurs in early September, after which the process for finalizing FY27 contracts with MHF grant awardees will begin. The contract period will be retroactive to July 1, 2026.



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Reporting Requirements

Organizations awarded funding must comply with the following reporting requirements:

1. Quarterly Progress Reports

Grantees must submit a quarterly progress report, including narrative information and data demonstrating progress toward the goals and objectives outlined in the approved application.

2. Quarterly Financial Reports

Grantees must submit a quarterly financial report detailing expenditure against the approved project's **Detail Budget Worksheet**.

NOTE: *If Salaries and Wages are included in the Project Costs, time sheets must be maintained on-site to track actual time worked on the project described in the application and must be available for review by Missoula County staff.*

3. Reporting Deadlines

Both the Progress Report and Financial Report must be submitted within 20 days following the end of each quarter of the grant period.

Reporting forms and submission instructions will be provided when the grant agreement is carried out.

Quarter	Months Covered	Quarterly Report Due Date
1	July—September	October 20
2	October—December	January 20
3	January—March	April 20
4	April—June	July 20

NOTE: If the applicant is granted an award but fails to provide the reports described above or to meet other conditions of the contract, funding may be rescinded.



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Timeline

The following is a preliminary timeline for the FY 2027 MHF funding cycle. Dates are subject to change.

Notice of Funding Availability (NOFA) release	April 15, 2026
Application deadline	May 22, 2026 by 11:59 PM
Staff notify applicants of tentative Mental Health Fund award amounts	Early July 2026
Board of County Commissioners approves final county budget, including MHF award amounts	September 2026
Staff notify applicants of the final award amount, contracting process begins	September 2026
Quarter One funding distributed to recipients	November 2026

Application Definitions

Collaboration: Organizations or partners working together to coordinate crisis intervention and stabilization services. Collaboration may include shared response protocols, coordinated response, and information sharing to support individuals experiencing a mental health crisis in receiving timely, appropriate care.

Crisis Intervention: Immediate, short-term services provided to individuals experiencing an acute mental health crisis, with the goal of ensuring safety and stabilizing the situation.

Direct Services: Services provided directly to individuals or families, such as crisis response, assessment, or stabilization support.

Evidence-Based Practice: Programs or interventions that are supported by research demonstrating effectiveness in achieving desired outcomes.

Stabilization Services: Short-term services following a crisis that support individuals in return to a stable condition and connecting to ongoing care or community supports.

Unduplicated Participants: The number of individuals served by a program during a reporting period. Each participant is only counted once, even if they participate in multiple activities or services.



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APPLICATION COMPONENTS

Applications must be submitted online through the Missoula County Grant Portal at <http://missoula.co/grantportal>.

Applicants can save their work and return to the application before submitting. Responses may be drafted in a separate document and pasted into the online system. Applicants must adhere to the character limits specified in each section.

Applicants are responsible for reviewing all instructions and guidelines in this Notice of Funding Availability and within the Grant Portal. The review committee will evaluate scored sections based on the criteria below. Each section is assigned a point value, and applications will be scored based on how well the responses address the questions.

NOTE: Completeness and accuracy of the application, along with the applicant's past performance managing Missoula County grants (such as timely report submission and accurate financial and progress reporting), will be considered during the review process

The following application sections are required within the Grant Portal. Sections marked as "Not Scored" are required but will not impact the review committee's numerical evaluation.

Organization and Project Overview (Not Scored)

Applicants must provide:

- Organization Name
- Project Contact (Name, Title, Email, Phone)
- Authorized Signatory (Name, Title, Email)
- Project Title

The **Project Contact** will be responsible for project implementation and report submission. They will also serve as the primary point of contact between the organization and Missoula County.

The **Authorized Signatory** is the person authorized to sign contracts on behalf of the organization, should the organization receive a Mental Health Fund award.

Project Synopsis (500-character limit with spaces)

Provide a brief description of the proposed prevention project. This synopsis may be used for public-facing materials describing funded projects.

Make sure to include:

- Who is being served (e.g., seniors, youth, a specific community or population).



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- How the funds will be used (e.g., to support a staff position or program activities).
- What project or activities the funds will support (e.g., an educational program or supportive services).

Example: *County funding supports staffing for education and outreach to families, helping build financial management skills and work toward long-term financial stability.*

Amount Requested (50-character limit with spaces)

Enter the total amount of MHF funding requested for FY 2027.

PROJECT NARRATIVE (55 Points Total; the breakdown for each section is noted)

In this section, applicants provide detailed information about the proposed crisis intervention and stabilization services for adults and children project for which MHF funding is requested, including the need being addressed, the population served, and the expected activities and outcomes.

While the review committee understands that this work exists within the broader context of your organization, responses should clearly describe the specific activities and outcomes that will be supported by MHF funds.

Executive Summary (5 points; 3,000-character limit with spaces)

Summarize the crisis stabilization or crisis intervention project for which you are seeking MHF funds. Be concise, but make sure the content can stand on its own if it were to be separated from the rest of the application.

Your summary should include:

- The problem or need your program will address
- The goal of the project
- How the project will support the purpose of the Mental Health Fund: **to support an emergency mental health system capable of providing crisis intervention and stabilization services to children and adults in crisis.**

Please also briefly describe:

- Who will be implementing the program
- Who will be served
- The key activities or services that will be provided.

Character Limit: 3000



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Project Need (30 points; 6,000-character limit with spaces)

Identify the problem(s) to be addressed. Make a compelling case for the need for your project based on the purpose of the Mental Health Fund.

Provide:

- Brief statement of problem or need to be addressed
- An explanation of how the proposed project will provide crisis and/or stabilization services for children and/or adults in Missoula County.
- Identify the population your project will serve and how your project meets the specific needs of that population.
- An explanation of why your project is important and necessary.
- Local data or other supporting information, where possible.

Responses should demonstrate a clear connection between the identified community need and the proposed project activities.

Capacity (10 points; 4,000-character limit with spaces)

Describe your organization's capacity to implement the proposed project.

Include:

- Experience and qualifications of staff responsible for the project
- Staff expertise or relevant training

Partnerships (5 points; 2,000-character limit with spaces)

List all organizations your agency has collaborated with on this program and briefly describe each partnership.

If new partnerships are proposed:

- Describe the parties involved
- Outline intended roles and outcomes

Explain how collaboration reduces duplication of effort and strengthens prevention impact.



WORKPLAN (20 points)

The Workplan is comprised of Goals, Objectives, and Implementation activities that your agency will follow to accomplish the project for which you are seeking county funds. If you are a successful candidate and are awarded funding, you will report on each of the goals and objectives with four quarterly Progress Reports throughout the contract period (July 1, 2026 – June 30, 2027). For tips on writing goals and objectives, see [Native Connections Setting Goals and Developing Specific, Measurable, Achievable, Relevant, and Time-bound Objectives](#).

- There are two goal sections below. You are required to complete at least one. **If you do not have a second goal, leave those sections blank.**
- Outline/Structure:
- Maximum number of goals is 2
- Within *each* goal, there is a maximum of 3 objectives
- And, within each of the objectives, you are limited to 4 rows to describe the specific steps for implementing the objective

IMPORTANT GUIDANCE FOR THE WORKPLAN

Goal

A broad statement that describes what your project is trying to achieve

- Make your goal specific to how Mental Health Funds will be used and how the problem(s) described in the **Project Needs** section will be addressed
- Goals are clear, achievable, realistic, and concise
- One sentence

Example: “Strengthen coordination between community providers responding to mental health crises.”

Objective

A specific milestone that describes what you plan to do to achieve your goal. Each objective should:

- Start with “To...”
- Be specific and measurable
- Be realistic and achievable within the grant period
- Include a number that is quantifiable and NOT a general percentage

Example: “To establish formal referral pathways with at least five community partners



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during the project period.”

The **IMPLEMENTATION** table is where you include the action steps/activities that will take place to accomplish the objective, and indicate the person responsible for ensuring they happen. Show the quarter(s) within the fiscal year during which the activity will take place (**Q1**=Jul, Aug, Sept; **Q2**=Oct, Nov, Dec; **Q3**=Jan, Feb, Mar; **Q4**=Apr, May, Jun).

NOTE: 250 characters with spaces per cell.

BUDGET DETAIL WORKSHEET (10 points; upload file)

How will you use Missoula County MHF funds for your project?

Applicants must complete and upload the [Budget Detail Worksheet](#).

Requirements:

- List only costs that will be paid with MHF funds
- Do not include costs covered by other funding sources
- All costs must directly relate to the project described in the application
- Administrative fees, general overhead, and indirect costs are not eligible expenses

NOTE: The Budget Detail Worksheet is the basis for requests for reimbursement of expenditures, which you will submit each quarter throughout the fiscal year.

Instructions:

1. Download the [Budget Detail Worksheet](#)
2. Save the file with the preferred filename structure that includes your agency’s name and FY27 in the filename of the saved worksheet. Example: “FY27 Missoula Help Team Budget Detail.”
3. Upload the file using the “Upload a file” button within the application located in the grant portal.

(File size limit: 5 MB)



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BUDGET NARRATIVE (15 points)

The Budget Narrative explains in detail how you arrived at the project costs for which you are seeking MHF grant funding. **NOTE:** It is recommended that you develop the Budget Narrative before you complete the Budget Detail Worksheet.

What you'll be including in the Budget Narrative:

- **How the costs were derived.** Show the calculations step by step for each budget line item.
- **A brief written description** that explains how the funding request will accomplish the goals and objectives of the project for each budget line item.
- Do not make the reviewer try to determine where you got the numbers and how they pertain to your project.
- Double-check your work to ensure accuracy and alignment with your Budget Detail.
- **NOTE:** The Project Costs included in the Budget Narrative are for **Mental Funds only**.

Below is an example of the information and layout you will be expected to provide for each budget line item. Examples of the information to include are shown in the online grant application for each project cost. Review those as soon as possible so you know what information you will need to gather and calculate.

Salaries & Wages Narrative

Provide a brief explanation of how Salaries & Wages were calculated for the position(s) funded with Missoula County dollars.

EXAMPLE

Position title: Crisis Response Clinician

Position FTE and equivalent hours: 1 FTE (equal to 2080 hours per year)

Hourly wage: \$20.00 per hour

FTE portion supported by MHF: .25 FTE (equal to 520 hours per year)

Amount of MHF funding for position: \$10,400 (\$20 per hour x 520 hours)

Narrative: The Crisis Response Clinician provides direct crisis intervention and stabilization services to individuals experiencing mental health crises in Missoula County. The MHF will support approximately .25 FTE of this position to deliver crisis assessments, safety planning, and short-term stabilization services for adults and youth in crisis.



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ATTACHMENTS (required, no points)

Attach the following document:

Certificate of Insurance

A Certificate of Insurance (COI) (see [example](#)) must be provided with the following included per Missoula County policy:

- Minimum \$1 million per occurrence
- Minimum \$2 million in the aggregate for general liability coverage plus workers' compensation as required by state law
- If automobiles are used in carrying out the service provided under contract, \$500,000 in auto liability is required
- Missoula County must be an Additional Insured and a Certificate Holder
- Missoula County as a Certificate Holder:

Address to use:

Missoula County 200 W. Broadway
Missoula, MT 59802