

## **Michael Jones Memorial Recovery Fund Application, Review and Award Procedure**

The Michael Jones Memorial Recovery Fund provides funding for activities, material items, and operational resources that will positively impact the recovery process of persons receiving support and services within Advocates Mental Health Division programs. **The *general guideline for determining if something is eligible under the Michael Jones Memorial Recovery Fund is if it will, in the opinion of the person applying, and the members of the MH Client Advisory Board making the award decision, make a significant contribution to the person's recovery, health and wellness, and it is not paid for through traditional funding sources such as state contracts or third party reimbursement.*** Some activities may be paid for in part by traditional sources, but may be supplemented by the Michael Jones Memorial Scholarship Fund in order to occur.

Eligible activities are defined as:

- ***Activities that affect recovery, health and wellness*** are those that provide social opportunities, emotional connections, self-improvement, healthy living, education and exposure to new experiences, employment and the development of natural supports in the community. Examples may include providing a holiday dinner, expressive art sessions, smoking cessation classes, healthy cooking lessons, indoor rock climbing or group vacation.
- ***Material items that affect recovery, health and wellness*** are those items that will contribute to improved mental, emotional, physical or spiritual health and wellness. Examples may include purchasing artwork for one's living space, or art supplies to enhance one's creative expression, or small pieces of exercise equipment to help improve one's physical health, or the purchase of adaptive equipment that enable an individual to participate in activities they would not otherwise be able to.
- ***Operational resources that affect recovery, health and wellness*** are providing staffing, transportation or other resources that enable a person to receive support for recovery activities. Examples may include one-on-one staff for a person receiving support to participate in a community activity, or providing a deaf interpreter for a person receiving support to attend a baseball game.
- Requests for up to \$150.00 per person will be considered.

### **How Michael Jones Memorial Recovery Funds are funded**

- Funding for the Michael Jones Memorial Recovery Funds has come from internal fundraising. Efforts will be made to raise money annually to keep this fund available.

### **Application Process**

Applications are accepted throughout the year. Applications are submitted to Corinne Barber, Development Coordinator. Corinne will review the application and forward to Keith Scott, the Director of Recovery and Peer Support who will, in turn, present the application to the MH Client Advisory Board for review during their next monthly meeting. Meetings occur on the second Wednesday of each month from 4:30-5:30pm. Applicants are encouraged to attend the meeting to answer any questions or advocate for themselves, with support if preferred. Applications will be reviewed at the meeting following receipt of the application, and determinations will be made as quickly as possible.

Applicants not funded due solely to a lack of available funds may elect to keep the application open until funding becomes available. Applications not funded for issues other than available funding, will be given feedback and may be resubmitted in the future if issues can be addressed.

Applications are required to be submitted on the form provided.

## **Submission**

Applications are submitted to:

Corinne Barber  
Development Coordinator  
One Clarks Hill, Suite 305  
Framingham, MA 01702

Phone: 508.628.6442

FAX: 508.628.6909

Email: [cbarber@advocatesinc.org](mailto:cbarber@advocatesinc.org)

## **Application Review Process**

- Applications will be forwarded to Keith Scott, Director of Recovery and Peer Support.
- The application will be reviewed for completeness and to ensure it meets funding requirements.
- The Director of Recovery and Peer Support will present the application to the MH Client Advisory Board for review and discussion. The MH Client Advisory Board will decide whether or not the request should be funded. The decision will be based on how well the application fits within the Michael Jones Memorial Recovery Funds guidelines, and how much funding is requested.
- All decisions are final. There is not an appeal process, but feedback on denials will be given and a request can be made more than once if reasons for denial can be addressed.
- Funded applications will receive funding notification no later than 15 days after MH Client Advisory Board approval.

## **Funding Notification**

The Director of Recovery and Peer Support or voting member of the MH Client Advisory Board will notify all applicants as to whether or not their application has been funded.

Applicants not funded may request a meeting with a member(s) of the MH Client Advisory Board or Director of Recovery and Peer Support for feedback and suggestions on how to strengthen their application.

Applicants not funded due solely to a lack of available funds will be notified by the Director of Recovery and Peer Support.

Funded applicants will receive notification of funding and the amount funded no later than 15 days after CAB approval.

All communications about the Michael Jones Memorial Recovery Funds and awards should be directed to the Corinne Barber, Development Coordinator.

## **Award requirements**

Funds must be used as described in the application.

Award agreement letter must be signed and returned to the Corinne Barber, Development Coordinator before any funds will be dispersed.

People receiving funds are required to meet all requirements of the Award Agreement to receive funding.

## **Funding Reporting and Expense Tracking**

People receiving funds agree to spend the funding per their application.

The person receiving funds agrees send copies of receipts to Corinne Barber, Development Coordinator. Corinne will record expenses and will forward recorded expenses and copies of receipts to Fiscal.

Corinne will track all awarded funds to ensure the agreement is met, funding is accounted for, and reporting per agreement is completed.

## Michael Jones Memorial Recovery Fund Application

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Program Contact (if helpful): \_\_\_\_\_ Phone: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Date funding is needed by (*if applicable*): \_\_\_\_\_

Can this request be funded by other sources?  Yes  No

On no more than 1 page (**use the space provided or attach a separate paper**), please provide the following information for your proposed project:

1. Describe how your proposed project will use the requested funding, and how it meets the criteria of the Michael Jones Memorial Recovery Fund.
2. Identify the Recovery need that the proposal is intended to meet and how the requested funding will assist in meeting that need.
3. Identify the Recovery objectives of your proposal.
4. Detail how the requested funding will be used.
5. Please provide any other information that will assist in the decision making process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit requests to:**

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Development Coordinator  
One Clarks Hill, Suite 305  
Framingham, MA 01702

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