

Quick overview

BHC Community Mini-Grants are reimbursement-based awards of up to \$2,500 for eligible activities with a clear behavioral health purpose. Funds are not provided in advance.

Who can apply?

Eligible applicants may include nonprofit and community-based organizations, public entities, schools or educational organizations, faith-based organizations, recovery or peer organizations, coalitions, municipalities, community groups, and other eligible partners.

What kinds of activities are eligible?

Activities must have a clear behavioral health purpose. Examples may include education, awareness, prevention, recovery or peer support, family support, training, stigma reduction, resource connection, and community wellness activities with a meaningful behavioral health component.

Does the activity have to be one day?

No. An approved activity may be a single-day activity, training, program, series, initiative, or another defined activity period.

How much can we request?

Up to \$2,500 per approved activity. An organization may receive a maximum of two Community Mini-Grant awards per State fiscal year, subject to funding availability.

Is funding provided upfront?

No. Community Mini-Grants are reimbursement awards. Approved organizations are responsible for paying eligible approved expenses upfront.

When should we apply?

Applications should be submitted at least 30 days before the proposed activity begins. BHC may consider an exception, but review or approval on an abbreviated timeline is not guaranteed.

How long does a decision take?

BHC aims to issue funding decisions within approximately 30 days of receiving a complete application. Requests for clarification or additional information may extend the review period.

What if we already paid for something?

Expenses incurred before written BHC approval are not guaranteed to be eligible for reimbursement. Applicants are encouraged to wait for written approval before incurring costs for which reimbursement will be requested.

COMMUNITY MINI-GRANTS

Frequently Asked Questions

Do we need a Delaware Supplier ID to apply?

No. A State of Delaware Supplier ID is not required to submit an application. However, the organization must be appropriately established within the State supplier/payment system before reimbursement can be issued.

What counts as proof of payment?

Examples may include a paid receipt, credit or debit card receipt, redacted financial statement, cancelled check, ACH confirmation, electronic payment confirmation, or similar documentation showing that the expense was paid. An invoice alone may not be sufficient.

What is required for reimbursement?

After the approved activity or activity period is complete, submit a complete reimbursement request including the BHC reimbursement form, itemized receipts and/or invoices, proof of payment, and a brief summary of the completed activity and outcomes.

What if we spend more or less than the award?

BHC reimbursement cannot exceed the approved award amount. If eligible documented expenses are less than the approved award, reimbursement is limited to the actual eligible amount.

When is the reimbursement request due?

A complete reimbursement request must be submitted within 90 calendar days after the approved activity or activity period is complete, unless BHC approves another timeline in writing.

What if our plans change after approval?

Contact BHC before making a substantive change to the approved activity, activity period, location, target population, major expense categories, or use of BHC funds. Reasonable modifications may be approved in writing.

Do we also submit a separate post-activity report?

Ordinarily, no. The activity summary and outcomes are included in the reimbursement submission. BHC may request additional information when needed.

What if someone else pays an expense for us?

BHC may require additional documentation when an expense is paid by an individual, affiliated entity, or other party rather than directly by the grantee organization.

Important

Submitting an application does not guarantee funding. Reimbursement remains subject to BHC review, the approved use of funds, documentation requirements, and applicable State of Delaware payment requirements.