mariwala
health
initiative

Guidelines

HOW TO WORK WITH MHI

CONTENTS

ethics policy

MHI's vision for holistic and inclusive mental health practices

The following sections serve as a precise guide to these standards, and the specific areas to which they apply. Prospective partners keep these guidelines in mind, both while applying for grants, as well as during the entire grant period. This document also sets out compliance and documentation measures.

ETHICAL GUIDELINES IN THE FIELD

MHI's grant-making philosophy requires its partners to ensure that their vision promotes holistic and inclusive mental health practices, with a focus on achieving mental well-being in the communities in which they work.

stigma

MHI believes that medicalization and stigmatization of mental illness are major impediments to mental well-being. Prospective partners must ensure that their activities and/or services do not in anyway promote either of these.

gender

MHI's mandate has gender as an essential component, which means that a demonstrated capacity to work on gender issues within the larger arena of mental health is essential for all partners. Potential partners need to be sensitive to the needs of vulnerable groups within the communities where they work – such as the differently abled, people with non-heteronormative sexualities and gender identities, those belonging to backward castes.

research

MHI aspires in the future to collaborate on research initiatives in the field of mental health. Interested agencies would be required to follow the strictest research ethics.

confidentiality

MHI's prospective partners must be committed to ensuring that their functionaries maintain the confidentiality of clients/beneficiaries at all costs. This is a non-negotiable ethical consideration while working in the field of mental health.

COMPLIANCE & DOCUMENTATION

Partners are required to demonstrate compliance with the ethical guidelines outlined above, primarily by maintaining regular field records. The information from these records would then periodically be reported back through the formats provided by MHI. Additionally, project evaluation reports (as per grant requirements) should also reflect ethical compliance.

ORGANIZATIONAL & ADMINISTRATIVE ETHICS

MHI asks that partners maintain high standards of transparency with respect to financial expenditure, budgeting, utilization as well as under-spending of funds. A similar transparency is expected from programmatic aspects. MHI believes in genuine collaboration with its partners as opposed to grantor-grantee, top-down relationships, and expects potential partners to have similar ideas about collaboration – and to demonstrate these ideas in their own subsequent relationships with communities/clients/beneficiaries.

DERIVING FROM GENDERED MANDATE

It is important to note that MHI has a predominantly feminist mandate, from which it derives its grant-making philosophy. MHI would therefore be interested in collaborating primarily with agencies whose own mandates derive from strong, gender-sensitive policy frameworks that not only guide practice at the field level but also shape organizational and administrative working.

Gender sensitive policy can necessarily comprise of:

— The existence, or formation, of an anti-sexual harassment cell

— Gender mainstreaming in programming as well as at administrative and organizational levels on a priority basis, in order to ensure a safe and friendly working environment for women

— Equal opportunity hiring and recruitment as an organizational policy that must clearly reflect in the staff composition of the organization

— And, not least, that these provisions are actually reach put into effect, and do not remain "on paper" alone.

COMPLIANCE & DOCUMENTATION

MHI asks that partner organizations submit documentation to the effect that gender-related ethical practices are being observed. This would include the gender policy document, besides other relevant materials such as gender mainstreaming process documents, field records, and capacity-building initiatives, if any. Further to this, MHI proposes to make periodic field and organizational visits to discuss issues of compliance and interact with clients/beneficiaries in target communities. Financial compliance would be documented in periodic financial reports, in the financial reporting format specified by MHI.

grant application process

MHI's procedures that need to be followed while applying for a grant.

The Grant Application Process (GAP) is a step-by-step guide for applicants, right from the initial decision to apply to MHI, through the application method, to the processes – such as reporting and, finally, evaluation and sustainability plans – that need to be undertaken during and post the grant period.

THE GAP
STEP-BY-STEP

What follows is a comprehensive outline for potential partners of what administrative and documentation procedures to expect while applying to us for grants. The ethics document and grant-making philosophy provide information about MHI's values and commitments, and define its selection criteria.

1 KNOW MHI'S ETHICS AND GRANT MAKING PHILOSOPHY

The very first step for potential applicants is to go through MHI's website and acquaint themselves with MHI's funding priorities as outlined in its ethics document and grant-making philosophy. This is meant to help potential partners assess whether, and to what extent, their own mandate is aligned with that of MHI.

2 APPLICATION PROCESS BEGINS FROM HERE

The application procedure itself comes next, starting with a pre-liminary mail to MHI, supplying a broad, basic outline of the proposed project and enquiring about the availability of funds.

3 DETAILED PROJECT PROPOSAL AND PLAN TO BE SUBMITTED

On receipt of a positive response from MHI, a detailed project proposal, an implementation plan, performance metrics, and a detailed budget are required, along with basic organizational information.

4 OFFICIAL NOTICE FROM MHI AFTER PROJECT APPROVAL

Once all these documents have been evaluated by the MHI team – in consultation with the organization applying – the applicant will, in the case of the project being accepted, receive an official notification of acceptance, which is contingent upon a formal agreement between both parties to the effect that the activities and indicators mentioned in the project proposal, including budgetary commitments and reporting processes, will be duly fulfilled by the partner organization.

5 PROGRESS REPORTS TO BE SUBMITTED POST GRANT PERIOD

Once the grant period officially commences, and project activities begin in earnest, partners would need to focus on procedural requirements that ensure a timely flow of information to MHI. To this end, partners would need to submit quarterly or six-monthly progress reports and financial reports, depending on the mutually agreed upon terms regarding deliverables. The progress reports would provide information about indicators met against targets, an account of challenges, and how these were mitigated, and activity outcomes for the reporting period. The financial reports are meant to provide a comprehensive account of spending patterns, and forecasts for the next reporting period.

NOTE!

Depending on the duration of the grant period, and with the partner organization's consent, MHI also asks for a mid-term review of the project in order to identify its strengths and weaknesses, so that implementation plans may be fine-tuned accordingly.

6 COMPLETION OF DOCUMENTARY PROCEDURES

The closure of the grant period requires partner organizations to complete agreed-upon documentary procedures. These include a final project report detailing project impact and results, with adequate supporting information; and a final financial report that outlines spending incurred during the project period, as well as under-spending, and details of any no-cost extensions.

7 PROJECT EVALUATION AT THE END OF GRANT PERIOD

At the end of the grant period, a project evaluation report by an external agency is desirable. However, this would depend on the terms agreed upon between MHI and the partner organization at the proposal development stage, and on the availability of a relevant budgetary allocation.

8 END OF GRANT PERIOD REPORTS TO BE SHOWN

Finally, at the end of the grant period it is vital that the partner organization provide details of how scale-up targets were met during the project period, and how – in the absence of the MHI grant – these will continue to be implemented in the future.

progress report

MHI's outline for the submission and format of timely progress reports.

The periodic progress report is aimed at providing MHI with a summary of how the project activities are progressing, what results have been achieved during the reporting period, what were some of the challenges that the staff encountered while implementing the project activities and what are some of the lessons learned during the reporting period.

The log-frame and proposal should be used as references while completing the report. Make use of the headings provided in the template but also keep in mind to keep the narrative concise and crisp so that the report does not exceed 10 pages. The reporting period will be mutually decided between MHI and the partner and the project in charge would be required to prepare and submit the report.

LOGFRAME

Name of Organization

———————————————

Project title

Project start date

Project end date

———————————————

Reporting period start

Reporting period end

Report prepared and
submitted by

———————————————

Date of submission

Grant amount

Email id

Contact number

———————————————

ACTIVITIES DURING REPORTING PERIOD AND OUTCOMES

In this section partners would need to refer to the log-frame from the original project proposal and give a narrative account of how the activity was conducted and completed and whether the outcomes were met and if not, why and what are next steps towards achieving the outcomes.

The narrative should flow as follows:

Activity name | Description | Results as planned for reporting period

In addition to this, partners would be required to fill in the performance metrics excel sheet to get an understanding of results in terms of quantitative indicators.

CHALLENGES AND LESSONS LEARNED

This section would be a description of the kind of challenges experienced by the project staff while implementing the activities. A description of these challenges should also help in reflecting on how this may have affected the project in terms of quality of outcomes and timelines. Finally this section should also propose possible ways of mitigating risks in future.

SUPPORTING DOCUMENTS OR INFORMATION

Any additional documents or MIS that the organization for monitoring the project would be welcome as attachment to the report. Any additional works that emerged as a result of the project activities during the reporting period must also be included in the project.

proposal
development

*Guidelines to deliver a detailed
proposal for the intervention*

PROPOSAL FORMAT

Legally registered name of the organization

_____

Address   Telephone number(s)

_____

Head of the organization   Designation

_____

Contact Person   Designation

Contact information

_____

Registration of Organisation

Trust | Society | Sec 25 company

Please enter the category that applies

_____

Availability of 80G certification

_____

BACKGROUND INFORMATION

This essentially refers to required information about the organization prior to its applying to MHI for funds, and includes several broad areas

○ ORGANIZATIONAL VISION

○ MISSION STATEMENT
If applicable

○ MAJOR MENTAL HEALTH INTERVENTIONS
Including geographical areas where the organization may have implemented projects in the past

overview

A broad description of the proposed project, which should include information about its geographical and field areas

PROJECT INFORMATION

This essentially refers to required information about the approach, objectives and logistics.

situational analysis

A demographic profile and status of the community/ ies that would be the focus of the project, in terms of development indicators and mental health. This would include a rationale for this project's relevance and for how it ties in with MHI's mandate

description of participants

A description of the target groups of the organization. The questions to keep in mind here are – how many? which ones? what role(s) would each one be expected to play?

objectives

Specific objectives, emerging from the above situational analysis

logic of intervention

A focused explanation of how the projective objectives stated above will be addressed, what strategies will be used, which specific activities will be undertaken and what are the key results expected. The series of steps involved are given alongside.

Please note that these steps represent a suggested format, and the proposal may not necessarily have the same number of activities, or strategies. Brevity would be appreciated in this case.

PROJECT OBJECTIVE 1

STRATEGY 1
Activity 1 | Key results
Activity 2 | Key results

STRATEGY 2
Activity 1 | Key results

PROJECT OBJECTIVE 2

STRATEGY 1
Activity 1 | Key results
Activity 2 | Key results

STRATEGY 2
Activity 1 | Key results

RISKS & MITIGANTS

Information about the kind of challenges that the organization anticipates in implementing the project, and how they plan to address and manage these challenges.

HUMAN RESOURCE REQUIREMENT

This section calls for details on who would be responsible for the different aspects of the project. If new staff needs to be employed for particular roles, this should be specifically mentioned

PLAN FOR SCALING–UP

Here the applicant needs to provide a comprehensive plan about how they plan to scale-up the project: how they plan to take the project ahead; what other funding opportunities are available to the project, etc. This plan should be specific, concise and feasible

MONITORING & EVALUATION

In this section the applicant must provide a detailed plan of how they would monitor the progress of the project – what tools they would use, do they plan to develop a dedicated MIS, etc. Along with this, an evaluation plan is also required

LOG FRAME

Objectives	Strategy	Activities	Key Outcomes	Quantitative Indicators

TIMELINES

Objectives	Strategy	Activities	Year 1	Year 2

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