



**Question Persuade Refer (QPR) Community Trainer  
GRANT REQUEST FOR PROPOSAL**

**A. Introduction**

The Fairbanks Wellness Coalition's (FWC) purpose is to foster wellness through primary prevention and advocacy. One of our current areas of focus is to prevent suicide among people 15-24 years of age, and one of our strategies for doing so is to increase and sustain the use of Question Persuade Refer (QPR) in the Fairbanks North Star Borough. Since July 2016, significant progress has been made in increasing the use of QPR in FNSB to include training over 20 QPR trainers, certifying one master trainer, and holding numerous QPR Gatekeeper trainings. Additionally, some organizations have incorporated QPR into their services offered internally or to clients. Currently no organizations offer QPR training as part of their standard services to the Fairbanks North Star Borough community.

To increase QPR, the Fairbanks Wellness Coalition (FWC) is accepting proposals from organizations to plan and provide sustainable QPR services to the Fairbanks North Star Borough building upon actions already taken. The maximum amount of funds to be distributed by FWC will be \$20,000 between October 1, 2019 and June 30, 2020. This award is contingent on funding being awarded by the Alaska Department of Health & Social Services. No more than 10% of the funds can be used for facilities and administration. There is a required cash match of 10% of the amount awarded during FY20 (October 1, 2019 - June 30, 2020). No state or federal funds can be used for cash match.

Deadline for proposals is Friday, September 13, 2019, by 11:59 p.m. Submit the required proposal documents to Til Beetus, FWC Coordinator, by email: [info@fairbankswellness.org](mailto:info@fairbankswellness.org).

**B. Eligibility**

Eligible applicants include 501(c)3 nonprofit or equivalent organizations located in the Fairbanks North Star Borough. Equivalent organizations may include tribes, schools, churches, local government agencies and programs.

Ineligible applicants include individuals; for profit, 501(c)4 or (c)6 organizations; organizations not based in the Fairbanks North Star Borough; state and federal government agencies.

**C. Required Proposal Documents**

There are five documents required as part of this proposal:

1. Agency Questionnaire (Attachment 1)
2. Agency Budget (Attachment 2)



3. Action plan (Attachment 3)
4. Job description or resume of the program manager and agency director
5. A signed W-9

**D. Required Scope of Work** (all costs must be included in the budget)

(1) Develop a plan to add this service as a standard service provided by your agency to the Fairbanks North Star Borough community. This plan must demonstrate sustainability past June 2020 to include funding support and program evaluation.

(2) Certify, hire and/or contract with one certified Master Trainer. FWC will provide the list of FWC certified Master Trainers to the selected grantee. Grantee will be highly encouraged to collaborate with Master Trainers from this list. Re-certify a Master Trainer every 3 years. Certification must be through the QPR Institute.

(3) Certify, hire and/or contract with one or more certified QPR Trainers to conduct Gatekeeper trainings detailed in (4) below. FWC will provide a list of FWC certified trainers to the selected grantee. Grantee will be highly encouraged to collaborate with trainers from this list. Re-certify QPR trainers every 3 years. Certification must be through the QPR Institute.

(4) Provide 8 initial and 4 refresher Gatekeeper trainings to the community. Organizations and businesses that serve or employ 15-24 year olds must have priority. FWC will provide a list of organizations who participated in FWC classes held before October 2019 to the selected grantee.

(5) Advertise the QPR program to the Fairbanks North Star Borough Community with a priority on advertising to organizations and businesses that employ or serve people 15-24 years of age. Please note that FWC is developing a 15-second PSA that can be used by the grantee.

(6) Follow QPR Institute national guidelines to maintain an evidence-based program.

(7) Coordinate with the national QPR Institute to obtain best practices and needed materials for QPR Trainer and QPR Gatekeeper training.

(8) Use training materials (a list will be provided) currently owned by the Fairbanks Wellness Coalition. Once expended, budget for and obtain needed materials from the QPR Institute and other providers.

(9) Collect evaluation data, as directed, through QPR trainee surveys or other evaluation instruments approved by the Fairbanks Wellness Coalition. Turn over collected evaluation data to the Fairbanks Wellness Coalition Coordinator quarterly with program and financial reports.



(10) Provide quarterly program and financial reports no more than 15 calendar days after Dec 31, 2019; March 31, 2020 and June 30, 2020. Send reports to the Fairbanks Wellness Coalition Coordinator in the format provided by FWC.

(11) Provide a 10% cash match towards the program between October 1, 2019 - June 30, 2020. Explain how and when this 10% cash match will be provided to the program in the budget narrative. No state or federal funds can be used for cash match. Limit narrative to 20 lines.

### **REFERENCES/CONTACTS**

Please refer any questions to the FWC Coordinator:

Til Beetus

(907) 888-3430

[info@fairbankswellness.org](mailto:info@fairbankswellness.org)

[www.fairbankswellness.org](http://www.fairbankswellness.org).

More information on QPR can be found at: <https://qprinstitute.com>



**ATTACHMENT 1  
AGENCY QUESTIONNAIRE**

Email this questionnaire and required proposal documents to [info@fairbankswellness.org](mailto:info@fairbankswellness.org) no later than Friday, September 13, 2019. If you have any questions, please call Til Beetus at (907) 888-3430.

1. Provide the following information.

Agency name:

Agency mailing address:

Agency website:

Point of contact (POC) first and last name:

POC job title:

POC email address:

POC phone number:

2. Is your agency a 501(c)3?

3. If you are an eligible equivalent organization, other than a 501(c)3, explain:

4. How long has your agency been in operation?

5. Describe your agency's mission and how the QPR program fits with your mission. Limit your answer to 15 lines.

6. Provide a description of your agency and staff experience with the same or a similar program. Limit your answer to 15 lines.

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Printed Name of Agency Executive Director

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Signature of Agency Executive Director



**ATTACHMENT 2  
BUDGET TEMPLATE**

<b>Budget Categories</b>	<b>October 1, 2019 – June 30, 2020</b>
Salaries/wages	
Other personal services expenses	
Staff Travel	
Facility (include telephone, heating, electric, water/sewer, trash removal costs)	
Supplies (excluding QPR Materials)	
Equipment	
QPR Training Materials	
QPR Material Costs	
QPR Train-the-Trainer Costs	
QPR Trainer Travel Costs	
Other QPR Program Costs	
Total Costs	

**Budget Narrative:**

Provide a description of the budget to include a short explanation of each line item above. No more than 10% of the funds can be used for facilities and administration. Also include a description of how and when the 10% cash match will be met. No state or federal funds can be used for cash match. Limit narrative to 20 lines.



**ATTACHMENT 3  
ACTION PLAN TEMPLATE**

<b>Task</b>	<b>Who is Responsible</b>	<b>End Date</b>

Action Plan Narrative:  
Describe your action plan to implement and manage the QPR program. Limit your answer to 25 lines.