



WEST VIRGINIA

**Higher Education
Policy Commission**

**Campus Mental Health
Grant:
Professional Development
Stipend Application
2026-2027**

I. Funding Opportunity Description

Purpose

This grant supports campus counseling centers by funding professional development opportunities for both staff and students. The funds will assist behavioral health professionals at public higher education institutions across the state by enhancing their learning, knowledge, and skill development in campus mental health.

By investing in professional development, this program aims to better prepare counseling center directors, higher education mental health professionals, and West Virginia's broader behavioral health workforce. These efforts will help increase expertise through expanded training, licensure, and certifications related to mental health services on higher education campuses across the state.

Funding may be used for a variety of initiatives, including attendance at mental health and wellness conferences, specialized training programs, "train-the-trainer" models that equip students with mental health knowledge and skills, and campus-based workshops or conferences focused on mental health education and professional training.

Program and Opportunity Goals

Applications submitted under this opportunity must meet one or more of the following activities/ goals:

- Support professional development and conference attendance to enhance skills and networking opportunities in higher education mental health.
- Strengthen the behavioral health workforce on higher education campuses by promoting growth and skill development.
- Improve student mental health by providing training in mental health awareness, wellness, and skill-building.
- Expand career development and training opportunities for higher education mental health professionals and students, with priority given to campus counseling and behavioral health centers.

Deadline for submission

Applications must be submitted through the Health Sciences Grants Portal by **5:00 pm on Friday, July 31, 2026**. No applications will be accepted after the deadline.

Summary of Funding

II. Award Information

Opportunity Eligibility

West Virginia public and private two-year and four-year institutions of higher education that directly serve college students mental health and wellness are eligible to apply. Campus counseling centers, wellness centers, and/or behavioral health centers are eligible to apply. If you have a question about whether your institution is eligible or need assistance in identifying potential partners, please contact Candace D. Layne, Director of Behavioral Health Programs at candace.layne@wvhepc.edu or 304.558.0530.

Summary of Funding

Funding will be provided upon the execution of an agreement for funds. The amount of \$12,000 has been allotted to the Campus Mental Health Professional Development Grant. Requests of up to \$3,000 will be accepted for review. The Commission will notify awardees by August 10, 2026. The award period will be detailed in the agreement for funds, and the grant award will end on 06/30/27.

If you have a question about whether you are eligible to apply or need assistance, please contact candace.layne@wvhepc.edu

Requirements

Awardees will be required to adhere to the following:

1. Apply answering the following questions:
 - Why is this training experience important for staff and/or students?
 - How can the conference or training aid in knowledge growth to better assist student mental health?
 - Explain budget needs for the training.

2. Behavioral health staff utilizing the professional development stipend funds must complete a summary report of their professional development experience and provide receipts of attendance and lodging.

3. Provide training attendance data if held on campus for students and/or staff.

4. All data from training, conference attendance, campus training, etc. must be provided in the final report.

III. Submission Information

Materials to be submitted:

Materials must consist of the following documents:

- **Exhibit A- Activity Overview/Statement of Work- Answer questions provided**
- **Exhibit B- Project Budget & Budget Justification-**

Template forms and guidelines for completing Exhibits A and B are available on the Health Sciences website: <https://www.wvhepc.edu/inside-the-commission/offices-and-affiliates/health-sciences/>

Submission

Application materials must be submitted via the Health Sciences Grant Portal:
<https://hsgrants.force.com/>

IV. Application Review Information

Review Process

Applications will be reviewed by Commission Health Sciences Behavioral Health Staff.

See the **Program and Opportunity Goals** section of this document for more information on review criteria.

Proposal Revisions

The Commission reserves the right to request revisions to the submitted proposal if, upon review, it is determined that the proposed work plan does not meet the goals and requirements of this funding opportunity.

V. Additional Information

All questions related to this opportunity should be directed to candace.layne@wvhepc.edu

EXHIBIT A

STATEMENT OF WORK

1. *Provide a one- to two-sentence synopsis of the professional development requested to describe the project in social media, web announcements and press releases.*

2. *Include the following information:*

Answer the following questions:

- Why is this training experience important for staff and/or students?
- How can the conference or training aid in knowledge growth to better assist student mental health?
- Explain budget needs for the training.
- *A brief description of each conference or training requested, including (as applicable) timeline to completion, all necessary travel expenses and needs and the plan to expend funds prior to the deadline.*
- *Briefly describe why funds are needed for this professional development project.*
- *Evaluation methods for learning and professional development.*

EXHIBIT B

Budget Detail

Please enter the project budget in the table below. A detailed description of the expense categories is included in Exhibit C.

Expense Categories	Initial Budget
Salaries and Benefits	
Contractual	
Hospitality	
Supplies	
Rent	
Travel	
Stipends	
Miscellaneous	
Total Budget	

Grantee must request prior approval and a change order when:

- 1) transferring more than 10 percent of the total approved budget between either functional categories

or expense categories;

2) a change in the scope of work has occurred; or

3) a new purchase of equipment that is \$1,000 or more.

Budget Justification

Provide a written description of each line item entered in the budget detail (table on previous page). The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the proposal's goals and objectives. If any category is not included in this project, please mark as N/A.

Expense Categories:

Salaries and Benefits: **\$X,XXX**

Salaries and benefits should be established within the personnel system of the grantee institution. Break out by individual positions and include each individual's salary and benefit amount and the percentage of the person's time paid under the grant. Include a brief description of the person's duties under the grant. *These grants are not intended to supplement salaries of faculty or staff. Grant funds can be used to "buy" a percentage of time for specific grant related activities which should be delineated in the justification. Stipend support during non-contract time (for instance summer) can be supported. Salaries and benefits should not in general encompass the majority of the budget.*

Contractual: **\$X,XXX**

List all contractors to which payments are made from this funding source, describe the purpose of the contract, the anticipated number of hours to be contributed, and the amount paid to each.

Hospitality: **\$X,XXX**

Breakdown costs such as food, nonalcoholic beverages, facility rental, entertainment and other expenses relating to hosting events. In addition to costs, provide the purpose of the hospitality and the number of individuals receiving hospitality. *In general, hospitality charges are discouraged.*

Supplies: **\$X,XXX**

Include materials needed to execute the project.

Travel: **\$X,XXX**

Travel costs should be paid according to reimbursement guidelines used by the institution.

Stipends: **\$X,XXX**

List the amount of any stipends paid to students as part of their participation in grant activities. Include a brief description of the duties for which the student(s) received the stipend.

Miscellaneous: **\$X,XXX**

Include any costs that do not meet the descriptions of other expense categories.