City of Long Beach Department of Health and Human Services

Health and Human Services Fund Mini Grant Program

**As of June 2026, THIS PROGRAM IS PAUSED UNTIL FURTHER NOTICE due to staffing capacity and operational constraints. Please check for program updates in 2027.**

**Quarter 2 award decisions are currently delayed.**

# Grant Guidelines | Request for Proposals (RFP)

## 1. Introduction & Purpose

The City of Long Beach Department of Health and Human Services (Health Department) is pleased to announce the availability of Mini Grants ranging from $2,500–$5,000 to support nonprofit community-based organizations serving Long Beach community members. This Mini Grant program is an initiative from the Health Department's Health and Human Services Fund (HHS Fund) which is operated through the Long Beach Community Foundation. The purpose of this grant program is to strengthen the health and sustainability of local Long Beach nonprofits that provide health and human service programming by investing in staff wellness, professional development, and organizational capacity building.

The HHS Fund Mini Grant program recognizes that when staff are supported, trained, and equipped, organizations are better able to serve the community.

## 2. Eligibility

Applicants must meet the following criteria:

- Be a 501(c)(3) nonprofit organization.
- Provide health and human services programming to community members of Long Beach.

- Health and human services programs are defined as services or initiatives that directly support the health, well-being, safety, or essential needs of the community. This can include health promotion and prevention, behavioral health and wellness, basic needs and supportive social services, health education and navigation, public safety, and more.

***Ineligible applicants*** include individuals, for-profit organizations, political campaigns, organizations located outside of Long Beach or do not primarily serve the Long Beach community, and organizations that do not provide health and human services programming. Organizations can only receive one grant per year.

## 3. Funding Availability

- Grant size: $2,500–$5,000.
- Number of awards: Approximately $20,000 available per quarter
- Grant period: Six months to one year from the award date
- **Allowable uses include (but are not limited to):**
    - Staff wellness initiatives (e.g., staff retreats, mental health support).
    - Professional development and training (e.g., leadership development, skills training, workshops).
    - Organizational capacity building (e.g., technology upgrades, consultant support, systems improvements).

**Non-allowable uses include:** capital construction, lobbying, political activity, fundraising events, or programs unrelated to staff wellness, professional development, and organizational capacity and strengthening.

## 4. Application Instructions

- Apply via https://lbcity.info/HHSMiniGrant

## 5. Review & Selection Process

The Health Department's Fund Development team will conduct a first review of applications to filter eligible and top applications. The Health Department's Board of Health will review eligible applications and recommend awards. Proposals will be evaluated on the following criteria:

- Clear alignment with program purpose and potential impact on staff wellness and organizational health.
- Demonstration of meaningful impact
- Feasibility of implementation.
- Cost effectiveness.
- Optional Bonus points for innovation and equity focus.

## 6. Reporting Requirements

Because this is a Mini Grant program, reporting will be simple:

- A brief narrative summary describing how funds were used and key outcomes.
- Photos, testimonials, or stories to highlight staff impact.

Reports will be due within 30 days after the grant period ends.

## 7. Anticipated Timeline and Additional Information

- Applications will be received on a rolling basis and will be reviewed and awarded on a quarterly basis
- **Round 1**
    - Application window: Dec – Jan 31
    - Review period: February
    - Awards announced: Late February / early March
- **Round 2**
    - Application window: Feb 1 – Apr 30

- Review period: May - **Round 2 award decisions delayed until further notice.**
- Awards announced: Late May / early June

- **Round 3 application acceptance period closed until further notice.**
  - Application window: May 1 – Jul 31
  - Review period: August
  - Awards announced: Late August / early September

- **Round 4 application acceptance period closed until further notice.**
  - Application window: Aug 1 – Oct 31
  - Review period: November
  - Awards announced: Late November / early December
- Applicants may submit one application per quarter
- Applicants can only be awarded one grant per year

## 8. Questions

- For questions please contact: Andrea Lee, Legislative and Partnerships Supervisor, Andrea.Lee@longbeach.gov
- To learn more about the HHS Fund including, FAQs for the Mini Grant program, please visit: Longbeach.gov/HHSFund