

Community Building Initiative

FY16 Request for Proposals

Planning Grant

Proposals must be submitted online

By 12:00 noon on July 15, 2015

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St. Joseph Health Community Partnership Fund Mission Statement

The Mission of the St. Joseph Health Community Partnership Fund, as an extension of Christ's healing ministry, is to provide funding and assistance for improving the health and wellbeing of the economically poor, and utilize the strengths and diversity of our neighbors to build vibrant communities.

This is accomplished by managing and allocating resources to communities and partners of goodwill engaged in innovative and effective initiatives to serve the common good.

The Mission of the St. Joseph Health Community Partnership Fund directly supports the Mission of St. Joseph Health which is *"to extend the healing ministry of Jesus in the tradition of the Sisters of St. Joseph of Orange by continually improving the health and quality of life of people in the communities we serve."*

In 1986, St. Joseph Health (SJH) created a plan and began an effort to further its commitment to neighbors in need. With a vision of reaching beyond the walls of its healthcare facilities and transcending traditional efforts of providing free care for those in need of acute services, SJH created the St. Joseph Health Community Partnership Fund to improve the health of low income individuals residing in local communities. Policy 13 in our foundational document, *A Vision of Values*, formalizes the process through which all system ministries return 10 percent of their net income to the Fund to support outreach efforts for the materially poor.

The Fund supports programs that exemplify the four core values of St. Joseph Health: Dignity, Service, Excellence and Justice. The Fund will not knowingly award grants to organizations that discriminate with respect to age, gender, race, creed, or color, or follow practices which may be contrary to the "Ethical and Religious Directives for Catholic Health Care Services" or the values of St. Joseph Health.

The Community Building Initiative

Background and Overview

The Community Building Initiative (CBI) was created in 2000 as a major commitment to meeting the Community Partnership Fund's mission. The Fund's desired long-term vision for its Community Building Initiative *is the development of resident-based capacity to determine and implement positive change in low income communities*. This capacity is developed through community-based work on one issue of concern to the community with a potential for four years of funding (*1 year planning grant, 3 year implementation grant*).

Based on national evidence and learning from the CBI projects, four Pillars have been defined as key to developing the capacity of communities to make positive change:

- Engagement of community residents;
- Development of resident leaders;
- Collaboration among organizational partners;
- Bridge building with external decision makers.

During the planning year, funded communities follow a systematic process and use the Community Building Initiative Pillars to select a goal as the focus for the CBI project and to establish community and organizational collaboration structures and processes. If appropriate progress is made in the planning year, projects may be funded for a three year implementation grant. During this phase, the projects continue to apply these Pillars as they follow a systematic process to develop and implement a plan to build community capacity, make a measurable impact on their chosen goal, and develop a longer term sustainability plan. The Fund does not financially support projects beyond the three year implementation period.

Fiscal Year 2016 Planning Grant Funding Level

All projects must begin with a one year planning grant. One year planning grants provide up to \$80,000 to the lead organization for specific deliverables. Grantees that successfully meet their planning grant objectives will be invited to apply for an implementation grant in fiscal year 2017. The implementation grant may provide up to \$300,000 over three years (up to \$100,000 per year), with specific deliverables expected for each year of implementation. The lead organization for the project serves as the fiscal agent for the project, and is also responsible for facilitating the work to complete grant expectations.

Invitation to Apply

Each year, the Fund works with the local SJH hospital Community Benefit leadership to identify potential communities and lead agencies for consideration for a CBI planning grant. Based on this process, selected community-based nonprofit agencies may be asked to submit a proposal to serve as the lead organization for a collaborative CBI project in a specific community. SJH hospitals participate in evaluating the proposals, and final funding decisions are made by the Fund's Board of Directors.

Online Applications

All applicants are required to submit their proposals using the Community Partnership Fund's online system. Instructions for using the online system are contained in this document, as well as examples of the forms used in the online application. The actual forms to be used for the application were included with the email invitation to apply and on the application website.

Proposal Timeline

The proposal timeline is provided below. Grant proposals will be due on **July 15, 2015 by 12:00 pm (noon)**.

May 22, 2015	Invitations for planning grant proposals issued and RFP released.
June 3, 2015	REQUIRED: Potential Applicant Webinar
June 8, 2015	Deadline for lead organization's communication to the Fund of intent to submit proposal. Please send brief email indicating intent to apply to communitypartnershipfund@stjoe.org .
July 15, 2015	Planning grant proposals due via online application system – must be submitted online by 12:00 pm (noon).
September 18, 2015	Announcement of funded planning grants.
October 1, 2015	Planning grant funding begins.
October 2015	Orientation and training for selected planning grant grantees. Specific date to be determined.

Community Building Initiative Model and Expectations

Community Building Initiative Model

The Fund's Community Building Initiative model has been developed based on national evidence regarding effective community building approaches. In addition, the Fund's experience over the first 14 years of CBI has validated this model as appropriate for low-income communities in the areas surrounding SJH hospitals. The model supports CBI's long-term vision: *the development of resident-based capacity to determine and implement positive change in low income communities*. This capacity is developed through community-based work on one issue of concern to the community during the four years of funding (*1 year planning grant, 3 year implementation grant*).

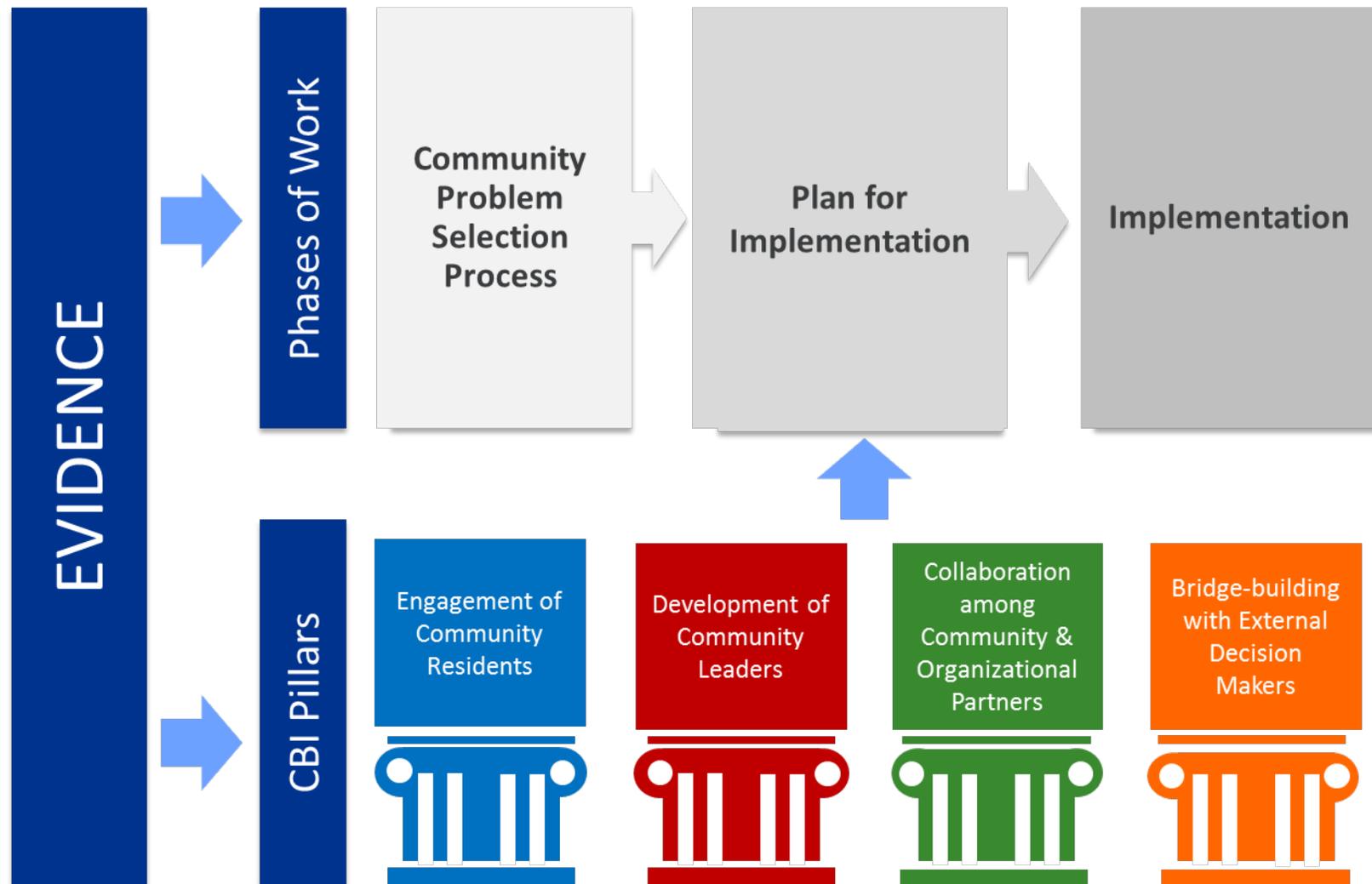
Required Community Building Initiative Pillars

The following four interdependent Pillars must be integrated in both the planning and implementation years of CBI:

- **Engagement of community residents** in decision making, including identifying a goal of concern, mobilizing to take appropriate action, and providing support for ongoing involvement in their communities;
- **Development of resident leaders** who have the capacity to assume leadership roles in their communities and to represent their communities to external decision makers;
- **Collaboration among community and organizational partners**, to work together and with community residents to develop and implement a work plan for the Community Building Initiative;
- **Bridge building with external decision makers** (such as city council members, school board members), to develop relationships and interest to support the community's approach to addressing the identified goal.

The CBI model is depicted on the following page. Every CBI grant is expected to integrate these four Pillars in its proposal and in its work.

Community Building Initiative Model



The model highlights components that each potential grantee must engage in the development of projects in their local community. The elements ensure that the community and collaborative have gone through a thoughtful and informed process in selecting the area of focus and have referenced evidence-based research and data during the Community Problem Selection Process to create a 3-year plan. The CBI Pillars serve as the foundation of the model and demonstrate the breadth and vision of the St. Joseph Health Community Building Initiative.

Impact of CBI Projects

The Planning Year Grant will help set the foundation for the implementation grant. The CBI model will guide communities in setting and tracking quantitative measures for its implementation work. Projects will set realistic targets for progress during the three years of implementation funding. For many projects, additional work will be needed after CBI funding ends to reach their selected long-term goals. Therefore, grantees will be expected to work on approaches towards sustainability during grant funding, to ensure continuity and longevity of the project. Measurable impact by the CBI project on community indicators specific to this selected goal is a required result after four years of funding (*1 year planning and 3 years implementation*).

Lessons Learned

The Fund's Community Building Initiative model has been developed based on national evidence regarding effective community building approaches. In addition, the Fund's experience over the first 14 years of CBI has validated this model as appropriate for low income communities around SJH hospitals. This experience with the model has shown that specific factors contribute to the success of CBI initiatives:

- Lead organization expertise and commitment to community building and collaboration with other partners;
- Limited area of goal focus, to maximize progress on community capacity development;
- Development of multiple resident leaders, to ensure succession over time;
- Careful selection and application of appropriate approaches to community engagement and leadership development;
- Engagement of governing boards of participating agencies, to assist with bridge building and ensure continuity of organizational investment;
- Coaching/technical assistance support to help grantee sites with the development and implementation of their community building initiative.

Expectations for One year Planning Grant

Following are expectations for all one year planning grants:

1. Integration of CBI Pillars into all aspects of work;
2. Completion of the CBI Community Problem Selection Process, including a Community Assessment and the selection of a goal to be the focus of the CBI implementation;
3. Establishment of a meaningful collaboration structure and process with other partners around the selected goal, including meetings at least every 3 months;
4. Completion of the first steps in the CBI Plan for Implementation;
5. Collaboration with SJH local hospital as agreed upon in proposal development;
6. Submittal of progress reports every 6 months;
7. Participation in Community Partnership Fund cross-site learning opportunities.

Expectations for 3-Year Implementation Grant

Following are expectations for all three year implementation grants:

1. Integration of CBI Pillars into all aspects of work;
2. Completion of the CBI Plan for Implementation on the selected goal;
3. Tracking and reporting on the quantitative measures identified in the Plan for Implementation;
4. Completion of activities identified in the Plan;
5. Annual review of the Plan with community residents and leaders;
6. Development and initiation of sustainability plan to continue project after Community Partnership Fund funding;
7. Submittal of progress reports every 6 months;
8. Participation in Community Partnership Fund cross-site learning opportunities.

Relationship of CBI with Local SJH Hospitals

The Community Building Initiative provides an excellent opportunity for collaboration between the CBI funded projects and the local SJH hospital's Community Benefit plan. The financial resources for the CBI grants have been provided to the Community Partnership Fund by the SJH California hospitals, and therefore their involvement in selecting and implementing the local CBI initiatives is highly appropriate and valuable. In addition, the local SJH hospitals have conducted Community Needs Assessments and developed Community Benefit Plans for their service areas. Thus, there are many opportunities for shared learning and possible synergy between the CBI funded projects and the hospital's Community Benefit work.

The following steps will ensure that opportunities for successful partnership between CBI projects and the local SJH hospitals are identified and implemented:

1. St. Joseph Health Community Partnership Fund and local SJH hospital Community Benefit (CB) leadership will agree on selected communities and lead agencies from whom to invite proposals for CBI;
2. Agencies invited by the Fund to submit a planning grant proposal must confer with the hospital CB leadership as soon as possible, and before the planning grant proposal is submitted, to identify the hospital's desired level of involvement in the project;
3. Agencies responding to the invitation must agree with the hospital on an approach to update SJH hospital Community Benefit leadership on an ongoing basis regarding progress and opportunities of involvement;
4. The proposal must include a non-binding Covenant of Collaboration with the hospital documenting those agreements;
5. The hospital Vice President of Mission Integration must sign the Proposal Endorsement Form and Covenant of Collaboration before submittal;
6. Hospital CB leadership will be involved in review of the proposals from its service areas.

SJH Hospitals' Community Benefit Lead Contact Information

Please be sure to contact the Community Benefit Lead identified in your area (listed below) to inform them of your intent to apply and schedule time to discuss your project. Your proposed CBI project must include a clear and mutually agreed upon partnership with your local SJH Hospital. **You will also need to coordinate with the Community Benefit Lead at your local SJH hospital to obtain the required approval signature from the SJH Hospital's Vice President of Mission Integration for the *Proposal Endorsement Form* (see page 19) and the SJH hospital *Covenant of Collaboration* (see page 25).**

Please note that it is the applicant's responsibility to obtain the VP of Mission Integration's signature for both forms – SJH Hospital and Community Partnership Fund staff will **not** obtain signatures for applicants after the application has been submitted.

Contact Information for SJH Hospitals and Community Benefit Leads:

South Orange County

Mission Hospital (Mission Viejo & Laguna Beach)
Contact: Christy Cornwall
Director Community Benefit
Christy.Cornwall@stjoe.org
949.364.1400, x4778

Central Orange County

St. Joseph Hospital, Orange
Contact: Cecilia Bustamante-Pixa
Director, Community Benefit
Cecilia.Bustamante-Pixa@stjoe.org
714.771.8000, x17535

North Orange County

St. Jude Medical Center
Contact: Barry Ross
VP, Healthy Communities
Barry.Ross@stjoe.org
714.992.3000, x3996

San Bernardino County

St. Mary Medical Center
Contact: Kevin Mahany
Director, Healthy Communities
Kevin.Mahany@stjoe.org
760.946.8120

Sonoma County

St. Joseph Health System, Sonoma County
Contact: Matthew Ingram
Director, Healthy Communities
Matthew.Ingram@stjoe.org
707.522.1552

Napa County

Queen of the Valley Medical Center
Contact: Dana Codron
Executive Director, Community Outreach
Dana.Codron@stjoe.org
707.251.2013

Humboldt, Trinity, Lake and Mendocino Counties

St. Joseph Health System, Humboldt County
Contact : Martha Shanahan
Director, Community Benefit and Advocacy
Martha.Shanahan@stjoe.org
707.445.8121, x7450

Eligibility Criteria

The applicant organization must receive an invitation from the Community Partnership Fund to apply for the FY 2016 planning grant cycle. The invitation will be to serve as the lead organization for a collaborative Community Building Initiative project for a specified community within the service area of a California SJH hospital. The Fund will work with the Community Benefit leadership of each SJH hospital before the invitations are issued to identify appropriate communities and lead agencies.

The Fund has adopted the following criteria for selecting potential lead agencies and communities for invitations for proposals and in evaluating submitted proposals:

Community Fit

1. Proposed projects must serve a geographically identifiable low income community in the service areas of SJH California hospitals, with the majority of the community at or below 200% of the federal poverty level.

Size of Family Unit	200% of Federal Poverty Level
1	\$23,540
2	\$31,860
3	\$40,180
4	\$48,500
5	\$56,820
6	\$65,140
7	\$73,460
8	\$81,780

Source: Federal Register, January 2015

2. Some evidence of community resident interest;
3. Some interest among external decision-makers to engage with this community;
4. An array of community needs that could be addressed through the Community Building Initiative.

Lead Organization Capacity

1. Must be a 501(c)3 status nonprofit organization with appropriate experience in developing community capacity with low income communities;
2. Readiness to work within the St. Joseph Health mission, vision, and values (provided on page 13);
3. Practices that are not contrary to the Ethical and Religious Directives for Catholic Health Care Services. This document can be found at:
<http://www.usccb.org/issues-and-action/human-life-and-dignity/health-care/upload/Ethical-Religious-Directives-Catholic-Health-Care-Services-fifth-edition-2009.pdf>);
4. Readiness to work within The Fund's CBI model;
5. Readiness to collaborate with an SJH hospital and other community partners;

6. Readiness to assign a full time qualified staff person to serve as the lead for the CBI project;
7. Leadership commitment to support CBI lead staff throughout the CBI process;
8. Well-defined and fully implemented staff supervision process supporting all levels of staffing;
9. Articulated internal staff training program to support the development of core staff competencies consistent with staff responsibilities;
10. Organizational mission and vision statement articulating a commitment to community empowerment;
11. Demonstrated experience working in a health related community collaborative;
12. Demonstrated collaborative relationships with community decision makers;
13. Demonstrated experience engaging in staff-led grassroots community organizing to increase community capacity to address identified problems;
14. Demonstrated capacity to implement community-level change strategies as well as program activities focused on individual-level change;
15. Experience with diverse, low income communities, including bilingual skills if needed;
16. Experience in establishing and tracking quantitative measures;
17. Current connections with selected community;
18. Effective collaborator with other organizations;
19. Effective collaborator with SJH hospital Community Benefit leadership;
20. Solid governance structure, with linkage to selected community
21. Financially viable organization;
22. Solid administrative and financial systems.

St. Joseph Health Directional Statement

All funded Community Building Initiative projects must exhibit readiness to work within the St. Joseph Health mission, vision, and values, provided below.

ST. JOSEPH HEALTH SYSTEM			
Mission	Values	Vision	Strategic Outcome Goals
<p>Why we exist</p> <p>To extend the healing ministry of Jesus in the tradition of the Sisters of St. Joseph of Orange by continually improving the health and quality of life of people in the communities we serve.</p>	<p>What we believe in</p> <p>DIGNITY We respect each person as an inherently valuable member of the human community and as a unique expression of life.</p> <p>EXCELLENCE We foster personal and professional development, accountability, innovation, teamwork, and commitment to quality.</p> <p>SERVICE We bring together people who recognize that every interaction is a unique opportunity to serve one another, the community, and society.</p> <p>JUSTICE We advocate for systems and structures that are attuned to the needs of the vulnerable and disadvantaged and that promote a sense of community among all persons.</p>	<p>What we are striving to become in the next ten years</p> <p>To bring people together to provide compassionate care, promote health improvement, and create healthy communities.</p>	<p>Transformational statements</p> <p>We will transition our business model to a balance of great hospitals and great community care.</p> <p>We will embrace both an illness and a wellness model.</p> <p>Major priorities spanning the next ten years</p> <p>SACRED ENCOUNTERS Every interaction will be experienced as a sacred encounter.</p> <p>PERFECT CARE All patients will receive perfect care.</p> <p>HEALTHIEST COMMUNITIES One hundred percent of the communities we serve will be in the top decile for healthiest communities.</p>

Proposal Submission Requirements

Applicants are required to submit their proposals using the St. Joseph Health Community Partnership Fund's online system. Invitations to apply online were sent directly to the lead organizations via email.

Proposals are due online no later than 12:00 pm (noon) on July 15, 2015. The online application questions must be completed and the required documents uploaded by the deadline for the proposal to be considered complete. Applicants are encouraged to become familiar with the online system prior to submitting proposals. **It is strongly recommended that applicants complete their online applications prior to the deadline** in case of any technical difficulties.

Submission Requirements

Online proposals must include the following:

1. Completion of application information on online system
2. Required Proposal Documents
3. Required Organizational Documents

If any of the elements required for your application are missing or incomplete, the proposal will not be considered for funding.

Required Proposal Documents

Samples of the Required Proposal Documents are included with this RFP as a reference only. The actual forms to be used were included with the email invitation to apply, and are also located on the online application website. The Required Proposal Documents are in a format that can be saved to your computer, filled out, and then uploaded to the online application system. **Please do not change the original title of the documents when saving them onto your computer.** The required documents include the following:

- Proposal Endorsement Form (scanned copy, signed by Executive Director of lead organization and VP of Mission Integration of local SJH Hospital)
- Proposal Narrative
- Budget Documents:
 - Budget Form
 - Other Funding Sources Form
 - Budget Narrative Form
- Covenant of Collaboration with SJH Hospital (scanned copy, signed by Executive Director of lead organization and VP of Mission Integration of local SJH Hospital)

Required Organizational Documents

The following documents are required if the lead organization is **not** an entity of St. Joseph Health. Please upload each as a separate document to the online system. Documents can be in Microsoft Word, Microsoft Excel, or scanned as a .pdf document. Please provide the most recent version of each document.

- IRS Form 990
- Most recent Audited Financial Statements (required if lead organization's overall budget is at least \$2 million)

- Lead Organization Budget for current fiscal year
- Balance Sheet (most recent)
- Income Statement (most recent)
- Statement of Cash Flows (most recent)
- Staff Resumes – Include resumes of lead organization CEO, CBI Lead (or potential candidates for the role) and any supervisory staff who will be involved with the CBI and provide direction to the CBI lead. If a new position will be created to support the CBI, please include job description(s). *Please note that the Fund will need to be involved in the final selection of the lead CBI staff.*
- List of Board members – Include information on any connections to targeted community (residence, job, etc.)

NOTE: If any required documents are missing from the proposal submitted online, the submission will be considered incomplete and will not be considered for funding. Also, proposals submitted online are time stamped, and those received after the deadline will not be considered for funding.

Online Application Instructions

1. To apply online with your proposal, please use the following website link : www.stjhs.org/CBI-Planning. This will lead you to the Community Partnership Fund website page that contains the link to the online application.
2. **Before beginning the online application, please open and save the Required Proposal Documents. These documents were included with the email invitation to submit a proposal and are also located at the bottom of the online application website.** These forms include the following:
 - Proposal Endorsement Form
 - Proposal Narrative
 - Budget Documents:
 - Budget Form
 - Other Funding Sources Form
 - Budget Narrative Form
 - Covenant of Collaboration Template
3. To start a new application, click on the button labeled **“Start New Application”** on the website. You will be directed to the online application page.
4. Once inside the online application, you will be asked to create an account using your email address and a personal password, or use an existing account. When creating a new account, **please keep a record of your account’s email address and password for future use.** You will receive a confirmation email with your email address and password, and a link to your application.

If you previously created an account to apply for a Community Partnership Fund grant initiative, please use the same email and password associated with that account. If you

have forgotten your password, click on “Forgot your password? Click here.”

5. After you create your account, or enter your existing account information, you will be taken to a screen with questions regarding the lead organization and the proposed program. Please answer these questions. Please note that you will not be able to submit your application if any questions marked with a red asterisk (*) are not answered.
6. On page 4 of the online application, you will be asked to attach the required documents to your application.
 - a. **Required Proposal Documents** – these forms were included with the email invitation to apply, and on the online application website. Please save these forms onto your computer, complete, and then upload them to the online application system. For each document, click “Browse” to search through your computer’s files to find the document, as you would an attachment for an email. Double click on the identified document’s name. Click "Upload" to attach the document to your application. (The list of Required Proposal Documents is listed on page 14.)
 - b. **Required Organizational Documents – required if the lead organization is not an entity of the St. Joseph Health.** For each document, click “Browse” to search through your computer’s files to find the document, as you would an attachment for an email. Double click on the identified document’s name. Click "Upload" to attach the document to your application. (The list of Required Organizational Documents is listed on pages 14-15.)
7. You may stop working on your application, save it, and return to finish it at any time before the submission deadline. To return to your application, go to the website address provided and click on the button labeled “**Return to Application.**” After saving your application, you can click on the “Exit” link at the top of the application page, or simply close your web browser to exit.
8. **To submit your application, click on “Review and Submit.”** If your application is incomplete, the online system will inform you what needs to be completed. To go back and complete any part of the online application, click on page 1, 2, 3, or 4 at the top of the screen, and complete the required items. Please be sure to give yourself plenty of time to complete the application and upload required documents, as **applications will not be accepted after 12:00 pm (noon) on July 15, 2015.**

If you have any questions about the online application submission process, please contact Alisa Barrios, Grants Manager at communitypartnershipfund@stjoe.org or 949.381.4816.

Online Application Checklist

Following is a checklist of the steps that must be completed for the online application. Please check off each item before submitting your application to ensure it is complete and will be reviewed for funding.

- Online application information completed
(website link: www.stjhs.org/CBI-Planning)
- Proposal Endorsement Form completed, signed, scanned and uploaded to online system
- Proposal Narrative completed and uploaded to online system
- Budget Documents (Budget Form, Other Funding Sources Form, and Budget Narrative Form) completed and uploaded to online system (include all forms as one document)
- Covenant of Collaboration with SJH Hospital completed, signed, scanned and uploaded to online system
- Required Organizational Documents uploaded to online system (required if the lead organization is not an entity of St. Joseph Health):
 - IRS Form 990
 - Most recent Audited Financial Statements (required if lead organization's overall budget is at least \$2 million)
 - Lead Organization Budget for current fiscal year
 - Balance Sheet (most recent)
 - Income Statement (most recent)
 - Statement of Cash Flows (most recent)
 - Staff resumes for lead organization
 - List of Board members

NOTE: IF ANY REQUIRED DOCUMENTS ARE MISSING IN THE PROPOSAL PACKAGE, SUBMISSION WILL BE CONSIDERED INCOMPLETE AND WILL BE DISQUALIFIED.

Sample Proposal Forms

The sample proposal forms on the following pages are provided as a **reference only** so that applicants can familiarize themselves with the proposal questions. The original forms to be completed were included with the email invitation to apply, and are included on the online application website (www.stjhs.org/CBI-Planning). Please save the forms to your computer, complete them, and upload them onto the online application system.

Proposal Endorsement Form

Applicants must gain the endorsement and support of the local SJH hospital to apply for a CBI planning grant. Applicants must include a Proposal Endorsement Form that is signed by the Executive Director of the lead organization and the Vice President of Mission Integration of the collaborating SJH hospital. A sample Proposal Endorsement Form is included on page 19.

Covenant of Collaboration

Applicants must collaborate with SJH Hospital in the designated community during the planning grant year when the community is selecting its goal for the implementation years. Applicants must include a non-binding Covenant of Collaboration with their proposals, reflecting the roles, responsibilities and specific activities to which each participating organization is committed to help support the Planning Year Grant. In the event the application is approved, funding will be conditional upon entering into a binding Covenant of Collaboration, which will be part of the contracting process.

Once the community has selected its goal to be addressed, it will be expected that the lead organization will also develop Covenants of Collaboration with other organizations that are particularly interested in or capable of working together on this goal in the selected community.

The Non-Binding Covenant of Collaboration with the SJH hospital must be signed by the Vice President of Mission Integration. A sample non-binding Covenant of Collaboration is included on page 25. Please print the Covenant of Collaboration on the lead organization's letterhead.



**FY16 Community Building Initiative – Planning Grant
Proposal Endorsement Form**

Please contact the Community Benefit Lead at your local St. Joseph Health hospital (see page 10 of the RFP) to obtain the signature of the Vice President of Mission Integration in support of your application submission. Scan this completed and signed document, and upload as part of your online application.

The signature below from the Vice President of Mission Integration indicates support for the submission of an application for Community Building Initiative funding.

LEAD ORGANIZATION INFORMATION AND SIGNATURE

Lead Organization Name:	Date:
Executive Director Name:	Executive Director Signature:

SJH HOSPITAL INFORMATION AND SIGNATURE

SJH Hospital Name:	Date:
Vice President of Mission Integration Name:	Vice President of Mission Integration Signature:

**FY16 Community Building Initiative – Planning Grant
Proposal Narrative**

Lead Organization: _____

Please answer the following questions keeping to the page limits, one-inch margins and a 12-point font. Include a title of “Proposal Narrative” at the top of the first page and the lead organization’s name, as shown above. Please also label your answers with the underlined and bolded subheading for each question so that reviewers will know which questions you are answering. The page limits refer to the space taken by your answers only. Please be sure to answer each question - incomplete responses will not be reviewed further.

A. Abstract: In one page, provide a summary of the proposal, addressing:

1. Characteristics of the community, including key issues
2. Lead organizational capacity

B. Community: Please refer to page 11 of the RFP for the criteria for Community Fit.

In four pages or less, address the criteria for community fit by answering the questions below:

1. Describe the designated neighborhood, including the community’s identity, size and distribution by income, ethnicity, age, and other relevant information about the community’s history or current status. Describe the current relationship of external decision makers to the community and their readiness to work with a new community building initiative.
2. Please describe needs in this community that impact the poor and vulnerable (please make sure to articulate how you integrated data from your local SJH Hospital Needs Assessment). What key issues is the community facing? How were these needs identified? What role did community residents play in identifying these issues? Have there been any responses to address the issues identified? What role has your organization played in identifying or addressing these issues? *Please note that that we are not looking for a specific goal to be identified at this point. This is an opportunity to provide a high level overview of the needs that exist in this community.*

C. Lead Organization Capacity: Please refer to pages 11-12 of the RFP for the criteria for Lead Organization Capacity.

In five pages or less, address the criteria for lead organization capacity by answering the questions below:

1. Explain the organization's expertise and commitment to community building, its experience with low income communities, its effectiveness as a collaborator with other organizations, and its readiness to work within the SJH mission, vision, values, Ethical and Religious Directives for Catholic Health Care Services, and the CBI model . Describe the history of collaboration between the local SJH hospital and the lead organization, and the involvement of the SJH hospital Community Benefit leadership in developing this proposal.
2. Please explain your organization's expertise in developing and implementing long-term projects to achieve measurable outcomes. What expertise does your organization have related to gathering and using data to guide your initiatives?
3. Provide a **brief** summary of the expertise of key program staff. Please highlight expertise in resident capacity building and in data management/evaluation.

- D. CBI Pillars:** Please refer to page 6 of the RFP for information on the four Pillars of the CBI model: Community Engagement, Community Leadership Development, Organizational Collaboration, and Bridge Building.

In 2 pages or less, please describe your organization's experience in using the Pillars in working with this community.

- E. Critical Success Factors for this CBI initiative:** In 1 page or less, describe factors or issues that you'll need to address to be successful with this initiative. How do you plan to address them? An example of a Critical Success Factor could be; hiring the right person to lead this work, getting your organizations board to understand that CBI work is different from direct program delivery, etc.

** Sample Form **

**FY16 Community Building Initiative – Planning Grant
Budget**

Lead Organization: _____

Please use the form below to identify all costs involved with your project. Enter in the appropriate columns the costs that are included in your Community Partnership Fund request and the costs that will be funded through other funding sources. For each line item, the Total Budget amount should equal the Community Partnership Fund Request amount plus the Other Funding Sources amount. Please note that a percentage allocated towards indirect costs will not be funded. Also, the Fund does not provide direct support to individuals or fundraising events.

For each position under Personnel, please provide the title and % FTE (Full Time Employment). When calculating FTE, please note the following examples:

- 40 hours = 100% FTE, or 1.0 FTE
- 20 hours = 50% FTE, or 0.5 FTE

There should be at least 1.0 FTE that is fully dedicated to coordinating all aspects of the CBI project. If the position(s) are provided Fringe Benefits, please include the % of the fringe benefits in relation to the salaries.

Budget Line Items	CPF Request	*Other Funding Sources	Total Budget
PERSONNEL/SALARIES			
(Position Title) ___ FTE	\$	\$	\$
(Position Title) ___ FTE	\$	\$	\$
(Position Title) ___ FTE	\$	\$	\$
Fringe Benefits @ ___%	\$	\$	\$
TOTAL PERSONNEL (a)	\$	\$	\$
OPERATING COSTS			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL OPERATING COSTS (b)	\$	\$	\$
OTHER			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL OTHER (c)	\$	\$	\$
TOTAL EXPENSES (a+b+c)			

****Total Expenses** for the “Other Funding Sources” column should match the “Total Other Funding” amount on the Other Funding Sources form (see pg. 23).**

** Sample Form **

**FY16 Community Building Initiative – Planning Grant
Other Funding Sources**

Lead Organization: _____

Use the worksheet below to identify additional resources and/or funds available for year 1 of the proposed program.

1. Use the column titled “Amount Committed” to list funding that has been awarded or designated specifically for your program. Include the date funding will be received.
2. Use the column titled “Amount Pending” to list funds that are being sought for your program, but have not been awarded yet. Include the date that you will be notified of the funding decision.
3. Provide the total amount for Other Funding Sources at the bottom of the form.

SOURCE	AMOUNT COMMITTED & Date Funding Will be Received	AMOUNT PENDING & Date of Notification
SJH Hospital Care for the Poor Funds		
Other Foundations		
Government Grants & Contracts		
Corporations		
Earned Income		
United Way/Other Federated Campaigns		
Individual Contributions		
Fundraising Events and Products		
In-kind Support		
Other Sources		
Totals	\$	\$
*TOTAL OTHER FUNDING	\$	\$
	(AMOUNT COMMITTED + AMOUNT PENDING)	

* “Total Other Funding Amount” should equal “Other Funding Sources” Total on Budget form on pg. 22.

FY16 Community Building Initiative – Planning Grant Budget Narrative

Lead Organization: _____

Please answer the following questions related to the Program Budget directly onto this form, keeping to one-inch margins and a 12-point font.

1. Explain how the funds will be spent for each line item on the Budget forms. For each salary/personnel line item, list what is included in Fringe Benefits, and explain your policy on providing fringe benefits to employees.
2. What organization(s) will receive grant funds, and how will funds be used by each organization?
3. Explain why a grant from the Community Partnership Fund is necessary for the project's success. Also describe the potential impact of a grant from The Fund in your community.
4. Provide a **brief** summary of the expertise of key program staff.
5. Past experience has shown that projects are most successful when there is 1.0 full time employee (FTE) coordinating all aspects of the Community Building Initiative work. It is the expectation of the Community Partnership Fund that each funded organization will dedicate 1.0 FTE to this project. Please ensure that the Budget forms reflect this dedicated 1.0 FTE. Please also explain below how the lead organization will fulfill this expectation.

**** Sample Form ****

[PLACE ON LEAD ORGANIZATION'S LETTER HEAD]

Non-Binding Covenant of Collaboration

This **Non-Binding Covenant of Collaboration** ("Non-Binding Covenant") is entered into by [INSERT LEAD ORGANIZATION NAME] ("Lead Organization") and [INSERT COLLABORATOR NAME] ("Collaborator") to delineate responsibilities of each party with regard to the St. Joseph Health Community Partnership Fund's Community Building Initiative in the community of _____ . Should the partnership be successful in obtaining Community Building Initiative grant funding, the parties agree to make the following contributions:

Lead Organization agrees to participate in this partnership during the course of the one year planning grant period beginning October 1, 2015.

Lead Organization will:

[For example:

- 1) Dedicate staff and resident leaders to participate in the steering committee.*
- 2) Recruit and maintain resident participation in the proposed workshops and activities.*
- 3) Support any committees, task forces or other groups to emerge from these efforts.*
- 4) Provide all logistical support for meetings and workshops.*
- 5) Provide meeting space for at least one meeting per month.]*

Collaborator agrees to participate in this partnership during the course of the one year planning grant period beginning October 1, 2015.

Collaborator will:

[For example:

- 1) Provide a designated staff person to act as a liaison to the project and serve as a steering committee member, attending monthly meetings and participating in all key events of the initiative.*
- 2) Facilitate initial communication with the county school district and provide ongoing facilitation support for community forums*
- 3) Contribute space for leadership trainings and educational workshops for residents.*
- 4) Lead a six part workshop (2 hours per topic for a total of 12 hours of instruction/discussion) on school district policies and processes.*
- 5) Provide training on how to coordinate and prepare an effective delegation to meet with elected officials.*

6) *Participate in all activities related to the evaluation and assessment of the project's progress.]*

The terms of the potential arrangements described herein represent the parties' statement of intent only and do not bind the parties to execute a binding memorandum of understanding. As a result, the parties hereto agree that there is no legally binding or enforceable contract between them pertaining to the subject matter of this Non-Binding Covenant, and statements of understanding in this Non-Binding Covenant shall not be deemed to constitute any offer, acceptance or legally binding agreement and do not create any rights or obligations to execute a covenant of collaboration for or on the part of any party to this Non-Binding Covenant.

Either party may, at any time prior to execution of a binding covenant of collaboration, propose different terms from those summarized here. Either party may also unilaterally terminate all negotiations. In either instance, such party shall have no liability of any kind to the other party. Each party is solely responsible for all of its own fees, costs, and other expenses in conjunction with the negotiation and preparation of the documents related to this Non-Binding MOU and any binding memorandum of understanding.

All information related to the other party's business including the contents of this Agreement shall be treated as confidential by the other party and each of its employees, agents and contractors and except for disclosures to the Lead Organization's grantor, shall not be disclosed to any third party without the prior written consent of the disclosing party unless otherwise required by law. This provision shall survive the expiration or termination of this Agreement.

The parties understand that in the event the Lead Organization's application is approved by the St. Joseph Health Community Partnership Fund, this funding will be conditioned upon execution of a binding covenant of collaboration.

LEAD ORGANIZATION INFORMATION AND SIGNATURE

Lead Organization Name:	Date:
Executive Director Name:	Executive Director Signature:

COLLABORATOR INFORMATION AND SIGNATURE

Collaborator Name:	Date:
Authorized Signatory Name & Title: (e.g., Executive Director/VP Mission)	Authorized Signatory Signature: