Community Impact Contracts - START5 2019 Call for Application

Eligibility Criteria *

* Indicates required

To be eligible for this contract, the applicant must satisfy all of the following requirements. Please reply to each eligibility requirement.

1. Applicant is either a public entity or nonprofit organization that is tax-exempt. *

Do you meet this eligibility requirement?

- ◯ Yes
- ◯ No

2. Applicant is a member of the "All In: Data for Community Health" online community at allin.healthdoers.org. *

Do you meet this eligibility requirement?

- ◯ Yes
- ◯ No

3. The applicant organization is a member of an existing community or regional multi-sector collaboration. *

Do you meet this eligibility requirement?

- ◯ Yes
- ◯ No

4. The applicant organization must be based in the United States or its territories. *

Do you meet this eligibility requirement?

- ◯ Yes
- ◯ No

5. Type of applicant organization: *

Select one response below.

- ◯ Lead organization for an existing multi-organization collaboration
- ◯ Single organization operating on behalf of community stakeholders or partners
- ◯ Other (Specify Below)

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Key Contacts *

ⓘ Instruction:

- To save your partially completed page, scroll to the bottom of this page and select "Save, continue editing" or "Save, return home."
- Use the "Copy" feature to copy completed organizational and address information to a new contact. Choose a role from the drop-down menu and select the "Copy" button.
- If the key contact Organization is a college or university, include the appropriate School, Department, or Unit.

You may use the "Select contact information" link below to facilitate the entry of data required below. If the information already exists in the GuideStar Exchange or from prior activity with RWJF, the fields below will become prepopulated with the required data. If that occurs, please be sure to proofread the prepopulated information to ensure that it is accurate and current. Feel free to edit as needed. Use this link to learn more about this feature. If, instead, you prefer to manually enter all the required information below, you may do so.

Project Director *

This is the person with the responsibility for overseeing the project. This person will be the primary recipient of all key correspondence: copy of award notice, post-award financial and monitoring, and grant closure.

* Indicates required

Email *

Confirm Email *

First Name *

Last Name *

Organization *

Position *

Address *

Address (line 2)

City *

State / Territory *

Zip or Postal Code *

Office Phone Number *

Phone Extn

Alternate Contact *

The Alternate Contact should be the Project Director's assistant or another person we can contact if the Project Director is unavailable.

* Indicates required

Email *

Confirm Email *

First Name *

Last Name *

Organization *

Position *

Address *

Address (line 2)

City *

State / Territory *

Zip or Postal Code *

Office Phone Number *

Phone Extn

Highest Ranking Financial Official *

This person is generally the highest ranking financial individual of the application organization (e.g., CFO, Financial Director). This person will receive correspondence related to the finances of the contract: post-award financial and financial reporting.

* Indicates required

Email *

Confirm Email *

First Name *

Last Name *

Organization *

Position *

Address *

Address (line 2)

City *

State / Territory *

Zip or Postal Code *

Office Phone Number *

Phone Extn

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Applicant Organization *

ⓘ Instruction:

Provide the following information about the applicant organization. **Include the formal legal name of the organization that, if awarded, will receive grant funds.**

You may use the "Select organization information" link below to facilitate the entry of data required below. If the information already exists in the GuideStar Exchange or from prior activity with RWJF, the fields below will become prepopulated with the required data. If that occurs, please be sure to proofread the prepopulated information to ensure that it is accurate and current. Feel free to edit as needed. Use this link to learn more about this feature. If, instead, you prefer to manually enter all the required information below, you may do so.

---

* Indicates required

Organization *

Address *

Address (line 2)

City *

State / Territory *

Zip Code + 4-digit extension *

Phone Number *

Phone Extension

Website

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Proposal Summary

ⓘ Instruction:

Provide the information requested below. Please keep in mind that this contract should represent a request for support of a specific activity or 1-2 deliverable(s) that contribute to a larger multi-sector collaborative initiative. In order to help us understand the context of this proposal, we need to know more about the collaboration that it will support. You may invite collaborators to help you work on the proposal, and you may edit your responses up until you choose "submit."

* Indicates required

Proposal Title *

Amount of DASH Funds Requested $ *

Project Start Date

Proposal Summary *

Provide a two-three sentence high-level summary.

Maximum 500 characters (approximately 100 words including spaces)

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Proposal Information Questions*

* Indicates required

Proposal Detail

Provide detail about your proposal to the questions below:

1. Please describe the sector represented by the lead organization (Healthcare, Public Health, CBO, Social Services, etc).*

- ◯ Public health
- ◯ Clinical health care and delivery system
- ◯ Mental/behavioral health care
- ◯ Health care payer
- ◯ Information management infrastructure (e.g. technology company, HIE)
- ◯ Social/human services
- ◯ Food and nutrition
- ◯ Housing/homelessness
- ◯ Faith-based
- ◯ Education/schools
- ◯ Academia/research
- ◯ Other (specify below)
- ◯ Criminal justice/corrections (e.g. prisons, jails)
- ◯ Legal and the court system
- ◯ Public safety/law enforcement
- ◯ Transportation
- ◯ Parks and recreation
- ◯ Banking/finance/business/industry
- ◯ Philanthropy
- ◯ Planning, economic or community development
- ◯ Other local/state/tribal government not mentioned above
- ◯ Other community-based/nonprofit not mentioned above

2. Please name at least two other sectors which will engage in the project (Healthcare, Public Health, CBO, Social Services, etc).*

- ☐ Public health
- ☐ Clinical health care and delivery system
- ☐ Mental/behavioral health care
- ☐ Health care payer
- ☐ Information management infrastructure (e.g. technology company, HIE)
- ☐ Social/human services
- ☐ Food and nutrition
- ☐ Housing/homelessness
- ☐ Faith-based
- ☐ Education/schools
- ☐ Academia/research
- ☐ Other (specify below)
- ☐ Criminal justice/corrections (e.g. prisons, jails)
- ☐ Legal and the court system
- ☐ Public safety/law enforcement
- ☐ Transportation
- ☐ Parks and recreation
- ☐ Banking/finance/business/industry
- ☐ Philanthropy
- ☐ Planning, economic or community development
- ☐ Other local/state/tribal government not mentioned above
- ☐ Other community-based/nonprofit not mentioned above

3. Briefly summarize the problem you propose to solve and specific strategies/activities you plan to implement through this request. *

Please include the following elements:

a. Propose 1-2 deliverables that will result from this award. These deliverables should be conceptualized as 1) outcomes that benefit the collaboration and community, and 2) artifacts or products that can capture your processes and/or learnings that can be disseminated through *All In*.

b. Describe any barriers that you anticipate and how they will be addressed.

c. Complete a work plan; see “support documents.” You may attach the work plan for a larger project (as a .pdf) as well if this request addresses a challenge in that larger context and it helps clarify the activities.

d. Describe the use case that the data sharing project addresses. How will the data be shared, and for what purpose?

Maximum 3,000 characters (approximately 500 words including spaces)

4. Describe the primary partners from at least two different sectors and their role/ involvement in the specific project/activities outlined in this proposal and work plan. (Up to four organizations/stakeholder types) *

Consider:

a. How each stakeholder will contribute to and benefit from this proposal, including consideration of community members/persons with lived experience of inequity.

b. What types of data will be shared between these partners, and how?

c. Where (which sectors/stakeholders) will capacity be developed to share or use multi-sector data?

Maximum 1750 characters (approximately 340 words including spaces)

5. Please describe the proposed impact of this contract. *

Consider:

a. How this funding will increase your capacity to perform multi-sector, collaborative, data sharing work.

b. How this contract will advance the overall purpose and goals of your multi-sector collaboration.

c. Possible next steps after reaching your 1-2 deliverable(s). How will the shared data contribute to systems change for the stakeholders?

d. How will this project impact health equity?

Maximum 1750 characters (approximately 340 words including spaces)

6. Describe how your approach, documentation, materials, results or evaluation (in whole or in part) might be useful to other collaborations or communities engaged in similar or related activities. *

Consider:

a. What materials (for internal/external audiences) do you anticipate producing?

b. What do you hope to learn from this experience?

Maximum 1750 characters (approximately 340 words including spaces)

7. Describe the specific community and population involved in or addressed with this contract, including how community residents/ people with lived experience are directly involved or engaged in leading the efforts. *

Maximum 1750 characters (approximately 340 words including spaces)

Community Impact Contracts - START5 2019 Call for Application

Budget Worksheet *

* Indicates required

ⓘ Instruction:

An important component of your proposal is the preparation of a budget. Complete every field on this page using your best judgment when projecting expenses. DASH adheres to RWJF's financial policy.

- Personnel—salary and fringe costs.
  - Amount – enter the DASH requested amount.
  - FTE (if shown) – this column does not calculate.
  - Total – this column will replicate the “Amount” column for a single budget period and will show the cumulative total for multiple budget periods (if applicable).

- Other Direct Costs—office operations, communications/marketing, travel, meeting expenses and project space.
- Consultants/Contractors—consultant and/or contract costs.
- Indirect Costs—administrative expenses related to overall operations. When Consultants/Contractors total more than 33 percent of the RWJF portion of a budget, the Foundation limits indirect costs on the Consultants/Contractors category to 4 percent.

Travel and other direct expenses associated with participation in the learning collaboration will be covered by the National Program Office.

Enter budget information in the section below.

"Start Date," "Duration" and "Project Total" are auto-populated by data from the "Project Summary" screen.

Budget Worksheet

	Period 1	
	Duration * 6 months	
Personnel		Total
Proj. Dir./Prin. Invest.		
Program Staff		
Administrative Staff		
Other Staff		
Fringe Benefits %		
Personnel Total		
Other Direct Costs		Total
Office Operations		
Communications/Marketing		
Travel		
Meeting Expenses		
Polls and Surveys		
Equipment		
Project Space		
Other		
Other Direct Costs Total		
Consultants/Contractors		Total
Consultants		
Contracts		
Consultants/Contractors Total		
Indirect Costs		Total
Indirect Costs Total		
Total		

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Budget Narrative*

* Indicates required

1. Please describe the use of funds for this contract, making sure to relate it to the work plan and deliverables. For contracts with an individual consultant, a vendor, or another organization, please describe their relevant experience (you agree to provide a copy of the executed contract to the Program Office). You may upload additional documentation about them in the Supporting Documents section.*

Maximum 3000 characters (approximately 500 words including spaces)

2. Please describe any budgeted travel or meeting expenses.*

Maximum 2000 characters (approximately 380 words including spaces)

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Supporting Documents *

ⓘ Instruction:

The following supporting documents are either required or optional, as indicated:

1. CV-Resume of primary contact (*required*)
2. Letters of Support (*optional* but strongly encouraged if the success of your project depends on participation of other partners. Applications that do not present convincing evidence of multi-sector collaboration are generally not funded.)
3. Last two years' audited financial statements (*required*)
4. Project Timeline/Work plan (template provided) *(required)*
5. Optional Appendices (e.g., collaborative or data governance structures, information about other projects to be leveraged) *(optional)*

To Begin: Download the template shown below. Follow the instructions included on the template.

To Upload: Upload the completed template by selecting the "Upload" button below. For assistance with uploading, refer to the "Upload Documents" section of the "Applicant Guide," (see "Resources" box on the left).

When you have completed this page, select the "Save, section finished" button at the bottom of the page. Once all sections of your application are complete, you may "Submit" from the Home Page. All uploaded documents may be updated and replaced until you submit your application.

* Indicates required

Description	Templates	Uploaded Documents
CV-Resume Instructions * Use this template for the Project Director and Co-Project Director. You may upload up to 2 (two) CVs with a maximum of 4 (four) pages per document uploaded. See the instructions link in the "Templates" column to the right. To maintain the original formatting, ***you must convert your document to a PDF prior to uploading***. For additional information, refer to "Troubleshooting Tips," (see "Resources" box on the left).	CV Resume Instructions	

Letters of Support

Letters of Support are optional but strongly encouraged if the success of your project depends on participation of other partners. Applications that do not present convincing evidence of multi-sector collaboration are generally not funded.

See the instructions link in the "Templates" column to the right.

To maintain the original formatting, ***you must convert your document to a PDF prior to uploading***. For additional information, refer to "Troubleshooting Tips," (see "Resources" box on the left).

Letter of Support Instructions

Financial Statements *

Please provide the last two years' audited financial statements. ***Excel files or portfolio files are not accepted***.

To maintain the original formatting, ***you must convert your document to a PDF prior to uploading***. For additional information, refer to "Troubleshooting Tips," (see "Resources" box on the left).

Project Timeline/Work Plan *

Download the template in the "Templates" column to the right, and follow the instructions carefully.

To maintain the original formatting, ***you must convert your document to a PDF prior to uploading***. For additional information, refer to "Troubleshooting Tips," (see "Resources" box on the left).

Timeline/Work Plan

Optional Appendices

Optional documents include an expanded list of key supporters and details on consultants, vendors, and organizations if they have already been identified.

If you choose to submit appendices, download the template (see link in "Templates" column to the right) and follow the instructions carefully.

Appendices Template

To maintain the original formatting, ***you must convert your document to a PDF prior to uploading***. For additional information, refer to "Troubleshooting Tips," (see "Resources" box on the left).

CVs should include information on education, professional experience, publications and funded or unfunded research.

Although no specific format is required, each CV should be no more than 4 pages.

You may upload a separate CV for the Project Director and Project Co-Director.

For a hard copy CV, you should scan each one individually and save to your computer as a PDF file. Upload the completed document by selecting the "Upload" button. For assistance with uploading, refer to the "Upload Documents" section of the "Applicant Guide," (see "Resources" box on the left of the online system).

For an electronic CV, you should save each one individually to your computer as a PDF file. Upload the completed document by selecting the "Upload" button. For assistance with uploading, refer to the "Upload Documents" section of the "Applicant Guide," (see "Resources" box on the left of the online system).

NOTES:

- **Save your CV as a PDF.** In the “Resources” box on the left of the online system, you will find the “Applicant Guide.” Within the guide, there are links to “Upload Documents” and “Troubleshooting Tips” for converting your document to a PDF.
- **The maximum page-limit per CV is 4**.
- To upload more than one CV, select “Upload document” after you have uploaded your first CV in the Uploaded Documents column.

CIC-START5
Letters of Support Instructions

Upload a letter(s) of support on institution letterhead from the most active members of the collaboration or community stakeholders.

The letter of support should address specific plans for participating in the project and their role within the collaboration.

For hard copy letters, you should scan each one individually and save to your computer as a PDF. Upload the completed document by selecting the "Upload" button. For assistance with uploading, refer to the "Upload Documents" section of the "Applicant Guide," (see "Resources" box on the left of the online system).

For electronic letters, you should save each one individually to your computer as a PDF. Upload the completed document by selecting the "Upload" button. For assistance with uploading, refer to the "Upload Documents" section of the "Applicant Guide," (see "Resources" box on the left of the online system).

NOTES:

- **Save your Letter(s) of Support as a PDF.** In the “Resources” box on the left of the online system, you will find the “Applicant Guide.” Within the guide, there are links to “Upload Documents” and “Troubleshooting Tips” for converting your document to a PDF.
- To upload, select “Upload document” in the Uploaded Documents column.
- You may upload each letter individually. After each upload, another “Upload document” button will appear. A “Remove” button will also appear, in case you need to delete an uploaded document.

Community Impact Contracts – START5
Project Timeline/Work Plan Template

Instructions for using this template.

This template is to be used to provide your project timeline.

You should:

- Print this template in its entirety before you begin, so you have the instructions available at all times.
- Complete the identifying information shown below this block of instructions.
- Complete the **timeline chart** shown below.
  - Include the 1-2 primary deliverables described in your project proposal.
  - Include the months that will be required to complete your project.
  - In the first column, list the deliverables of this project, followed by the activities, tasks or milestones that will be necessary to meet each objective.
  - The following 6 columns should represent each month of the plan's timeline. Complete the grid by placing an X in the appropriate box for when each deliverable and activity, task or milestone will occur.
  - Grantees will be required to report progress according to these timelines.
- Delete this block of instructions.
- **Save your final project timeline as a PDF.** In the "Resources" box on the left of the online system, you will find the **"**Applicant Guide." Within the guide, there are links to "Upload Documents" and "Troubleshooting Tips" for converting your document to a PDF.
- Upload the PDF to the Supporting Documents section of the online system.

NOTES:

- Do not adjust the margins or font style/size of this template.
- No hardcopy materials will be accepted as part of your online submission.

Remember to delete this block of instructions before uploading this template.

Identifying Information

Project Title: (your project title goes here)
Application I.D.: (your application ID goes here—found in the upper right corner of any screen in this online system)
Applicant Name: (your project director's name goes here)
Legal Name of Applicant Organization: (legal name of applicant organization goes here)

Timeline Chart(s)

Six Month Timeline (by month)	**M**	**J**	**J**	**A**	**S**	**O**
Deliverable 1:						
Activity/task:						
Activity/task:						
Activity/task:						

Deliverable 2:						
Activity/task:						
Activity/task:						
Activity/task:						

CIC-START5
Optional Appendices Instructions

This template may be used to provide additional information in support of your project. You will need to follow the instructions below only if you choose to submit appendices. If appendices are *not* applicable, you do not need to upload this template.

Appendices are optional and should be combined and uploaded as one comprehensive document. The first/cover page of the "Appendices Template" should list the materials that are being submitted.

You should:

- Print this template in its entirety before you begin, so you have the instructions available at all times.
- Complete the identifying information shown below this block of instructions.
- Complete the **Appendices** section below. You may include any documents directly related to the proposed project. Examples of materials you may submit in this appendices template include:
  - bibliography or references for the proposal narrative
  - description(s) of the organizations, vendors, and consultants with whom you will work or other documents demonstrating access to necessary data sources
  - evidence of prior work
- Delete this block of instructions before uploading your appendices.
- **Save your final Appendices Template as a PDF.** In the "Resources" box on the left of the online system, you will find the "Applicant Guide." Within the guide, there are links to "Upload Documents" and "Troubleshooting Tips" for converting your document to a PDF.
- Upload the PDF to the "Supporting Documents" section of the online system.

NOTES:

- No hardcopy materials will be accepted as part of your online submission.

Remember to delete this block of instructions before uploading this template.

Identifying Information
Project Title: (your project title goes here)

Proposal I.D.: (your proposal ID goes here—found in the upper right corner of any screen in this online system)
Applicant Name: (your Projector Director's name goes here)
Legal Name of Applicant Organization: (Legal Name of Applicant Organization goes here)

Appendices (list below the materials that you are submitting as appendices)