

**2021 Community Health Improvement Mini-Grants
Request for Proposals**

Background

The Office of Health Equity at Vanderbilt University Medical Center (VUMC) is seeking applications for mini-grants to support innovative health improvement projects in **Davidson, Rutherford, Williamson, and Wilson Counties**. These projects will address at least one of the needs prioritized by the community in VUMC’s Community Health Needs Assessment (CHNA) and Implementation Strategy (IS).

Proposal Criteria

The CHNA seeks to better understand community concerns and strengths related to health and health care. In the [most recent 2019 CHNA](#), VUMC adopted four community health needs:

<p>Mental Health and Substance Abuse</p>	<p>Access to Resources and Services*</p>	<p>Basic Needs and Social Determinants**</p>	<p>Prevention and Education</p>
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*“Resources and services” refers to access, availability, awareness, navigation, and coordination of programs, services, facilities, and other resources that support health and well-being.

**“Basic needs and social determinants” refers to conditions in the environments where individuals live, work, and play that have a major influence on health outcomes, including affordable housing, transportation, healthy food access, education, economic opportunity, and safety.

To advance community health and health equity related to these needs, this Request for Proposals (RFP) solicits proposals that target marginalized populations in Davidson, Rutherford, Williamson, or Wilson County. Marginalized populations may include: racial/ethnic minorities, individuals with limited socioeconomic status, sexual and gender minorities, underserved rural residents, individuals experiencing homelessness, and uninsured/underinsured individuals, among others who experience marginalization or social disadvantage.

Applicants may only submit proposals for one county of focus.

Proposals must focus on at least one of the four community health needs outlined in the table above.

In addition to priorities identified in the most recent CHNA, we recognize that needs may have been amplified due to recent social events and public health crises. Within one of the four broad health needs, proposals may also address:

- Impacts of the March tornadoes in Middle TN,
- Impacts of the COVID-19 pandemic, and
- Movements for racial justice and racial equity.

All proposals must describe how the proposed initiative impacts health disparities, including strategies to address inequities. For more on health equity, please see the *Guide for Promoting Health Equity* developed by the Centers for Disease Control and Prevention.

Priority will also be given to proposals that focus on broader systems change. Such proposals go beyond one-time programming and individual behavior change and begin to address policy, systems and environmental change. Please refer to this [resource](#) for more information on policy, systems and environmental change.

Applicant Criteria

- Community or faith-based organizations including advocacy groups, coalitions, neighborhood associations, community health centers and service providers in Davidson, Rutherford, Williamson, or Wilson County with 501(c)(3) non-profit status. Interested public agencies and organizations without 501(c)(3) status are encouraged to apply in partnership with an eligible 501(c)(3) organization that may serve as the fiscal agent. Academic institutions may be collaborators on proposals but are not eligible to apply.
- Selected organizations must complete a 1-hour training on the foundations of health equity. This training, called Seeds of Equity, provides a deeper understanding of health equity and the historical context of health disparities in Tennessee.

Grant Award

Organizations may apply for up to \$7,500. Up to two award recipients may be selected for each county.

Submission Requirements

Project Narrative

Proposals must include the information outlined below. Proposals that do not include or adequately address all of the narrative requirements may not be reviewed. The proposal narrative must not exceed 1600 words (approx. three pages single spaced) using the words counts below.

1. Provide a description of the community need(s) being addressed, the target population, and how the proposed project aligns with one or more of the CHNA needs. Please specify only one county of focus for the proposed project. (350 words)
2. Provide an overview of the proposed project goal(s). What is the intended community health impact? (150 words)—switched this from Q1 to Q2
3. Provide detail about the project’s objectives and activities and relate these to the project goals. Please use the table below as a model for reporting this information. (300 words)
 - a. Objective(s) – what steps will be taken to achieve your goal and/or goal(s)?
 - b. Action Steps – what actions are involved that lead to the intended impact?

Goal	Objective(s)	Action Steps
<i>Goal 1</i>	<i>Objective 1.1</i>	<ul style="list-style-type: none"> • <i>Action 1</i> • <i>Action 2</i> • <i>Etc.</i>
	<i>Objective 1.2</i>	<ul style="list-style-type: none"> • <i>Action 1</i> • <i>Action 2</i> • <i>Etc.</i>
<i>Goal 2</i>	<i>Objective 2.1</i>	<ul style="list-style-type: none"> • <i>Action 1</i> • <i>Action 2</i> • <i>Etc.</i>

4. Describe how the project will be evaluated. (200 words)
 - a. Describe what will be monitored to determine if the project is being implemented as planned (process evaluation).
 - b. Describe short-term outcomes and long-term outcomes of the project and how these will be measured (outcome evaluation).
5. Describe the lead organization for the project including its mission, capacity to address the proposal goals and objectives, and experience working with marginalized populations (100 words)
6. Describe how the project promotes health equity. (100 words)
7. Describe any new or existing collaborations for the project that will help advance the proposal goals and objectives (100 words)
8. Describe how this project involves evidence-based practices, expansion of best practices for an existing project or, if a new project, the integration of best practices. (100 words)
9. Describe how the project moves beyond being an individual program or event to also addressing broader policy, environmental or systems level change(s). Please also address plans for sustainability (100 words)
10. Provide a high-level timeline for completion of the project. Please include approximate start and end dates for all project activities. (100 words)

Budget and Budget Justification

The maximum funding level is up to \$7,500 for 12 months. Funds may be used to support project activities such as costs related to salaries, hosting meetings and events, design/printing of materials, etc. but, may **not** be used for operational support for existing projects and activities that are not directly related to the proposed initiative. Please use the budget template below and include a brief budget justification for each line item that explains the rationale for the funds requested in the budget. If the proposal is for an existing project, please specify which activities the CHNA mini-grant funds will support.

Proposed Budget		
Item Description	Unit Cost	Justification
<i>Ex. Salary</i>		
<i>Consultants</i>		
<i>Supplies</i>		
<i>Print/Copy</i>		
<i>Postage</i>		
<i>Etc.</i>		
Total Amount:		

Submission and Formatting

Please email a short “intent to apply” to briana.n.gochett.1@vumc.org by November 20, 2020. This declaration of intent should include:

- The county of focus
- Which prioritized community health need(s) or community health crisis the project will address
- A brief (1-2 sentence) description of the proposed project
- Any new or existing collaborations being considered

All applications must be submitted online or via email (online preferred). Click [HERE](#) to access the online application. Emailed applications may be sent to: briana.n.gochett.1@vumc.org. All proposals must be submitted by January 8, 2021 at 5:00PM CST. Notification of award is anticipated by February 12, 2021. The release of funding will occur following completion of the contracting process.

The grant proposal is limited to 1600 words (not including the budget and other attachments) and should be written in Ariel 11-point font, single-spaced with one-inch margins. For both online and email submissions, please submit all proposal documents (narrative, budget, appendices, etc.) in **one combined document** (Microsoft Word or PDF). For email submission, please provide contact information for the project lead. Online applications are strongly encouraged.

All submissions should include the following:

- Cover Sheet (*email submissions only*)
- Project Narrative
- Budget and Budget Justification
- Proof of 501(c)(3) Status
- Appendices – any additional materials (not included in a word count) that help explain the proposed activities (ex. Educational materials, reports, tools/instruments, etc.)

Review Criteria

Selection of award recipients will be determined by a review panel based on the following criteria:

- General responsiveness to the grant guidelines/requirements
- Quality of description of need, including target population and relevance to CHNA priority needs
- Clarity of project design, including goals and objectives
- Quality of the evaluation
- Inclusion of new or existing collaboration(s)
- Inclusion of evidence-based or promising practices
- Ability of the project to promote health equity and clarity of focus on marginalized populations
- Ability of the project to address policy, systems and environmental change
- Feasibility of timeline and budget
- Readiness for project implementation and plans for sustainability

Reporting Requirements

Grantees will participate in an in-person or virtual meeting after the first 6-months to share project progress, accomplishments and barriers. Similarly, a brief final report will be shared at the end of the 12-month grant period. Grantees are encouraged to include any photos, fliers, or other information that support the success of the project in their reports. Grantees may also be asked to share project results in other community forums.

Information that will be required for reports include, but are not limited to:

- Progress towards achieving project goals, outcomes and activities
- Update on how the project is advancing health equity and addressing policy, systems or environmental change
- Progress with collaboration(s)
- Plans for project sustainability

Timeline/Key Information

RFP Released	November 9, 2020
Q & A Webinar	November 18, 2020
Email “Intent to Apply”	November 20, 2020
Proposals Submission Deadline	January 8, 2021
Anticipated Award Announcement	February 12, 2021
Anticipated Award Start Date	May 14, 2021

Q&A Webinar

The webinar will clarify the application requirements in detail and provide an opportunity to ask questions. Applicants are strongly encouraged to attend.

Date: Wednesday, November 18, 2020	Time: 9:00 – 10:00am CST
Join the Webinar: https://zoom.us/j/95161621740?pwd=aVZzWEt6Ykw1L2dpVUZtdUk0Uzl3Zz09	
Call-In Number (audio access): +1 312 626 6799 US	
Meeting ID: 951 6162 1740	Passcode: 001246

For questions and to discuss proposal ideas, please contact briana.n.gochett.1@vumc.org

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Application Cover Sheet
(For email submissions only)

Project Title:	
Name of Organization:	
Address:	
Contact Person:	Title:
Telephone:	Email: