METROWEST
COMMUNITY
HEALTH CARE
FOUNDATION

Fall 2010 Grant Guidelines

Grant Initiatives

The MetroWest Community Health Care Foundation is pleased to solicit proposals from eligible nonprofit and government organizations for the following grant initiatives for its fall 2010 funding cycle:

- Grants to Improve the Health of MetroWest Youth, Elders and Communities
- Grants to Prevent Bullying Among Middle School Students
- Capacity Building Grants to Assist Local Health Providers
- Municipal Public Health Collaboration Incentive Grants
- Continuation Grants

Application Information

Proposals must be submitted online and be received by the Foundation by **4:00 p.m. on Friday, October 15, 2010**. Instructions for the online application are available on the Foundation's website at www.mchcf.org.

Please read all instructions before proceeding with the online application process. The application process consists of easy-to-follow steps that include the preparation of standardized forms, online data entry, the ability to upload required narrative and other documents and the ability to save an unfinished application and return to it later for completion. **Incomplete or late proposals will not be accepted.**

About the Foundation

The MetroWest Community Health Care Foundation's mission is to improve the health status of the community, its individuals, and families through informed and innovative leadership. The Foundation is a catalyst for a healthy MetroWest, providing support to meet the unmet health needs of 25 communities in Massachusetts' MetroWest area. The Foundation serves the health needs of the following communities: Ashland, Bellingham, Dover, Framingham, Franklin, Holliston, Hopedale, Hopkinton, Hudson, Marlborough, Medfield, Medway, Mendon, Milford, Millis, Natick, Needham, Norfolk, Northborough, Sherborn, Southborough, Sudbury, Wayland, Wellesley and Westborough.

Bidders Conference

The Foundation will host a Bidders Conference for representatives of organizations interested in applying for grants on Wednesday, September 15, from 2:00 pm to 4:00 pm at Plymouth Church, 87 Edgell Road, Framingham. This session will include information on completing the online application as well as additional information on the Foundation's initiatives and proposal writing tips. Please RSVP by Monday, September 13, by calling 508-879-7625. **Attendance by those who will be involved in writing and submitting the application is strongly encouraged.**

Concept Papers

The Foundation strongly encourages applicants to submit concepts papers prior to a full proposal. Concept papers help the Foundation assess whether or not the proposed project is aligned with its funding priorities. Concept papers should be no longer than two pages in length and must be submitted by Friday, September 24. Although no formal format is required, applicants are encouraged to read "Tips for Writing a Concept Paper" on the Foundation's web site (www.mchcf.org). Please send concept papers via email to Rebecca Donham at rdonham@mchcf.org. Organizations submitting Continuation grant requests need not submit a concept paper.

Foundation Support

The MetroWest Community Health Care Foundation works in partnership with its grantees to achieve positive outcomes in each grant. Once a grant is made, the Foundation works with its grantees to ensure that project outcomes are measurable and achievable, that grant activities are connected to larger community efforts to address area health needs, and that grantees have access to technical assistance and training to help them achieve success. The Foundation also seeks to learn from each grant, using grantee reports to record lessons learned, outcomes and other data that can inform our work and that of future grantees. We encourage grantees to consider the Foundation as a resource throughout the duration of the grant.

General Restrictions

The MetroWest Community Health Care Foundation supports programs that directly benefit the health of those who live and work in one of the twenty-five communities served by the Foundation. Such support is limited to organizations that qualify as tax-exempt under Section 501(c)(3) of the IRS Code, or organizations that are recognized as instrumentalities of state or local government.

The Foundation does not provide grants to individuals, nor does it provide funds for endowments, fund-raising drives and events, retirement of debt, operating deficits, projects that directly influence legislation, political activities or candidates for public office, or programs that are customarily operated by hospitals in Massachusetts.

The Foundation does not award grants to organizations that discriminate in the provision of services on the basis of race, color, religion, gender, age, ethnicity, marital status, disability, citizenship, sexual orientation or veteran status.

Grants to Improve the Health of MetroWest Youth, Elders and Communities

Goal

The goal of the Grants to Improve the Health of MetroWest Youth, Elders and Communities initiative is to ensure that all MetroWest residents achieve and maintain their optimal health status. The Foundation places a special emphasis on keeping kids healthy and safe in their community, helping elders remain healthy in their own homes, and supporting efforts to improve the health of vulnerable populations.

Outcomes and Activities

The Foundation will consider new or expanded programs and services that seek to achieve one or more of the following outcomes:

1) Increase the number of MetroWest residents utilizing health services and programs.
2) Increase the number of MetroWest residents who achieve positive health outcomes.

Potential activities to achieve these outcomes may include outreach and services to underserved populations, community education, health promotion, screening and support services that improve access to care. Priority will be given to projects that are evidence based, best practices or emerging ideas with promise.

The Foundation will give preference to projects that address priority areas identified through its various community needs assessments. These include youth substance abuse, teen pregnancy prevention, childhood obesity, health disparities, access to mental health services, and chronic disease management and prevention.

Funding

The Foundation anticipates funding only a limited number of grants through this initiative. Successful proposals must clearly:

- demonstrate need using local data
- identify realistic and measureable outcomes
- provide a clear plan for sustaining the project after the grant period, and
- foster collaboration and partnership among local community organizations

Applicants will be evaluated on the appropriateness of the request in relation to the scope of the project and the availability of in-kind and other cash resources.

There is no maximum grant amount. Grants may be for one, two or three years in duration. Funds cannot be used to supplant ongoing government operations or support.

Grants to School Systems to Prevent Bullying Among Middle School Students

Goal

Bullying – defined as being repeatedly teased, threatened, hit, kicked or excluded by another student or group of students – is the most common form of violence experienced by MetroWest middle school youth. According to the 2008 MetroWest Adolescent Health Survey, half of all middle school students (49%) were bullied in the past 12 months, 43% were bullied on school property, and 16% were bullied electronically. One in three youth (35%) report they have bullied others. Overall, bullying victimization is somewhat higher among females (51%) than males (46%), and there is greater gender difference in electronic bullying victimization, which is reported by 20% of females and 12% of males. The overall prevalence of bullying may be on the rise. Bullying in the past 12 months increased from 44% in 2006 to 49% in 2008. Bullying on school property increased from 39% to 43%.

According to the U.S. Department of Health and Human Services, children and youth who are bullied are more likely than other children to be depressed, lonely, anxious, have low self-esteem, feel unwell, and think about suicide. Unfortunately, adults are often unaware of bullying problems. In one study, 70% of teachers believed that teachers intervene "almost always" in bullying situations; only 25% of students agreed with this assessment. In a survey of students in 14 elementary and middle schools in Massachusetts, more than 30% believed that adults did little or nothing to help in bullying incidents.

To address the prevalence of bullying in MetroWest, the Foundation will offer grants to public school systems to prevent bullying among middle school students. These grants are designed to create sustainable change and may be used to implement research-based bullying prevention curriculum, develop school anti-bullying policies and increase community awareness and response to the issue. Interventions must address face-to-face and electronic/cyber bullying (which often does not occur at school), and must engage parents and other community stakeholders. While funding is being targeted at middle schools, the Foundation encourages middle school districts to partner with feeder elementary schools to implement activities in the earlier grades that will lay the foundation for the prevention of bullying.

Outcomes

The Foundation has identified three outcomes for this initiative:

1) Creation and adoption of best practice policies for addressing bullying (short-term)
2) Increase in awareness of bullying among students, teachers, administrators and parents (intermediate)
3) Reduction in middle school level bullying as measured by the MetroWest Adolescent Health Survey (long-term)

Grantees will be required to measure progress towards these outcomes. Schools must participate in the MetroWest Adolescent Health Survey at the middle school level in order to qualify.

Funding

The Foundation will fund up to five school districts. Grants will be for up to $100,000 for a total of three years, and annual budgeted amounts must decline over the three years. Funding may be used to support the identification and purchase of research-based curriculum materials and training, technical expertise to assist with policy development, and community education materials and presentations. Applicants are encouraged to devote some resources to support bullying prevention efforts in elementary age children that complement activities in the middle school. In addition, up to 10% may be used for evaluation. Funds cannot be used to supplant ongoing government support.

To complement grant funding, the Foundation will support training and technical assistance by experts in the field. This will be available to guidance and other school personnel. Funded school districts will be required to participate in quarterly meetings held at the Foundation. Only school districts that participate in the MetroWest Adolescent Health Survey at the middle school level are eligible to apply.

Applicants must demonstrate that 1) there is full commitment from the district superintendent, school committee and middle school principal; and 2) there is a significant need for bullying prevention work based on current YRBS, MetroWest Adolescent Health Survey or other survey data.

For additional resources on bullying prevention visit:

1) The Substance Abuse and Mental Health Services Administration (SAMHSA), http://mentalhealth.samhsa.gov/15plus/aboutbullying.asp

2) The Massachusetts Aggression Reduction Center, www.marccenter.org

3) Education Development Center, www.eyesonbullying.org

4) U.S. Health Resources and Services Administration, www.stopbullyingnow.hrsa.gov/adults/default.aspx

Capacity Building Initiative to Assist Local Health Providers Move Toward Integrated and Collaborative Care Under National Health Reform

Goal

The recent passage of the Patient Protection and Affordable Care Act presents a unique opportunity to improve how health services are organized in our region. While the full implementation of the Act will not occur until 2014, the Foundation is interested in helping area health providers plan now for how services can best be provided for those with multiple chronic conditions, those with serious and persistent mental illness, those with substance abuse disorders, and those who are homeless.

Services to these populations will require interdisciplinary professional teams of providers working collaboratively in patient-centered primary care medical homes where there is coordination in disease prevention, chronic disease management, assistance in transitioning between health care settings, necessary home health services and case management services. Providers in this model will also need to demonstrate the ability to implement and maintain health information technology to facilitate care among members of the health team; and provide other support necessary for primary care providers to improve quality of care and contain costs.

To assist in building the capacity for these models of collaborative and integrated care, the Foundation will support a limited number of grants to local health providers in our region. Funds can be used to develop new or enhanced accountable models of collaborative care between providers and primary care, design reimbursement and payment models for such care, implement best clinical or managerial practices, and develop or enhance electronic health records and the interoperability of patient information between providers.

Outcomes

Applicants under this initiative must describe the strategy they intend to implement, the primary care and community health organization(s) they intend to partner with, how their selected strategy relates to the provisions of the Affordable Care Act, and the intended impact the strategy will have on patient care.

Grants must seek to achieve at least one of the following outcomes and applicants must provide specific indicators to measure progress towards these outcomes:

- Development or enhancement of a collaborative /integrated care model
- Implementation of a best clinical or managerial practice that promotes collaborative/integrative care
- Development of a new reimbursement or payment mechanism that promotes collaborative/integrative care
- Development or enhancement of electronic health records
- Improvements in the flow of patient information between two or more providers

Eligibility and Funding

Funding under this initiative is limited to health providers and practices that bill public or private health insurance and that are located in one of the 25 towns served by the Foundation.
Projects involving electronic health records must demonstrate that vendors are CCHIT certified.

The Foundation will provide one year grants of up to $20,000 per organization. Up to five organizations will be selected for participation in this initiative.

For additional resources on the patient-centered medical home model visit:

1) Agency for Healthcare Research & Quality – Patient Centered Medical Care Home Resource Center, www.pcmh.ahrq.gov/portal/server.pt/community/pcmh__home/1483

2) The Robert Wood Johnson Foundation Program for Improving Chronic Illness Care, www.improvingchroniccare.org/

3) American Academy of Pediatrics – National Center for Medical Home Implementation, www.medicalhomeinfo.org

4) National Partnership for Women & Children – Patient Centered Medical Homes, www.nationalpartnership.org/site/PageServer?pagename=issues_health_home

5) National Committee for Quality Assurance – Patient Centered Medical Homes: www.ncqa.org/tabid/631/default.aspx

Incentive Grants for Collaborative Municipal Public Health Services

Purpose

Incentive Grants for Collaborative Municipal Public Health Services are designed to encourage municipalities in the MetroWest area to develop multi-town collaborative approaches for the delivery of local public health services.

The Centers for Disease Control identifies ten essential public health services:

- Monitor health status to identify community health problems
- Diagnose and investigate health problems and health hazards in the community
- Inform, educate, and empower people about health issues
- Mobilize community partnerships to identify and solve health problems
- Develop policies and plans that support individual and community health efforts
- Enforce laws and regulations that protect health and ensure safety
- Link people to needed personal health services and assure the provision of health care when otherwise unavailable
- Assure a competent public health and personal health care workforce
- Evaluate effectiveness, accessibility, and quality of personal and population-based health services
- Research for new insights and innovative solutions to health problems

The Foundation's research has identified needs and opportunities to strengthen and formalize collaboration between towns on particular public health functions. Among these are: Public Health Nursing; Food, Camp and Pool Inspections; additional Septic/Title V-related expertise; Emergency Preparedness; Tobacco Compliance; and Health Education and Health Promotion.

Grant Program

The Foundation will accept proposals from municipalities, or their agents, which seek to:
1) Support the implementation of Shared Services Districts by investing in design and start-up of shared service arrangements; and/or
2) Support the planning and development of Comprehensive Public Health Services Districts within the MetroWest area.

Implementation of Shared Service Districts
In a shared services arrangement, selected local public health services are carried out under formal agreement between consortiums of municipalities while other services continue to be maintained by individual towns and their respective Boards of Health. Through such agreements, one municipality may agree to employ staff with specific expertise (such as in the functional areas identified above) with other municipalities agreeing to contract for a portion of staff time or identified set of services. Alternatively, participating municipalities may agree to jointly contract for certain services from a third party.

Through this Request for Proposals, the Foundation is prepared to provide incentive grants for the development of such shared service arrangements by funding multi-town collaboratives that share public health capacity/staff. Funding is limited to partnerships between a minimum of three municipalities where there is a clear articulation of how this funding will further achieve anticipated outcomes such as improved capacity, quality, coordination, and efficiency in the delivery of local public health services. Applications must also include plans for sustainability after the initial grant period.

Planning Grants for the Development of Comprehensive Services Districts
For towns wishing to go beyond a shared service model, the Foundation will provide incentive funding to conduct feasibility studies and business plan development for the creation of a Comprehensive Service District for the delivery of local public health services within the MetroWest region. The Foundation will provide planning grants that involve two or more municipalities wishing to pursue this model. Funding could be used to support the process of analysis and business planning activities on how to best structure such a district. This might include clarification of such features as cost, assurance of public responsiveness, and impact on local control in terms of both policy and management.

Funding

Shared Services Districts

The Foundation will provide grants of up to $50,000 per year for up to three years for the implementation of each Shared Service District. Successful proposals must clearly demonstrate need and show collaboration among at least three municipal public health departments. Decisions regarding these grants will be made on a competitive basis. Funds cannot be used to supplant ongoing government operations or service delivery, or to restore public health services which may have been cut or diminished.

Planning for Comprehensive Service Districts

The Foundation will provide one-year planning grants of up to $20,000 for the development of Comprehensive Service Districts. Successful proposals must clearly show demonstrated need and show collaboration among at least two municipal public health departments. Decisions regarding these grants will be made on a competitive basis. Funds cannot be used to supplant ongoing government operations or service delivery, or to restore public health services which may have been cut or diminished. The Foundation may consider follow-along implementation funding to districts established as a result of these planning grants.

Continuation Grants

Goal

The goal of the Foundation's Continuation Grants initiative is to provide continued financial support for grant funded projects that are achieving positive health outcomes.

Funding

The Foundation will accept proposals from existing grantees to provide an additional year of support for its "active" projects. Under the Continuation Grants initiative, the Foundation will not accept proposals for renewal requests for grants deemed closed by the Foundation or continuation requests for grants or projects that are already in their third and final year of funding, as in most cases the Foundation will only provide up to three years of funding. Prior Capacity Building and Basic Health Needs grants are not eligible for continuation funding.

Organizations seeking renewal grants must clearly demonstrate in their proposal that: 1) there is a continued need for the project; 2) the project's original goals and objectives are being achieved; 3) the project is producing positive outcomes for those participating in the project; 4) progress has been made toward sustaining the project after the grant period ends; and, 5) that additional support is critical to the maintenance of the project and those who benefit from its work.

Please take special note of the following eligibility criteria:

- Organizations submitting proposals under this initiative are required to seek funding at levels below their current grants.
- Applicants must be up to date on narrative and financial reports in order to be considered.

IMPORTANT

All grant proposals must be submitted online.
To access the online application, go to the
Foundation's web site at www.mchcf.org.

If you have trouble accessing or completing the online application, please contact the Foundation at (508) 879-7625 x13.

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Bidders Conference: Wednesday, September 15, 2010

Concept Papers Due: Friday, September 24, 2010

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