



SOMERVILLE HEALTH FOUNDATION

2021-2022

REQUEST FOR PROPOSALS

GUIDELINES FOR APPLICANTS

DEADLINE:

Proposals are due no later than 12pm on August 13th, 2021

Request for Proposals (RFP) Guidelines also available at:

<https://www.challiance.org/community-health/health-improvement-team>



CARE TO ♥ THE PEOPLE

THE SOMERVILLE HEALTH FOUNDATION, INC.

The Somerville Health Foundation, Inc. (SHF) was established on June 26, 1996 in the Affiliation Agreement executed by Somerville Hospital and the Cambridge Hospital when those hospitals merged. Under the terms of the Agreement, Somerville Hospital incorporated a new nonprofit corporation known as the Somerville Health Foundation, Inc.

The SHF has two main purposes. First, it is to promote and support the provision of primary care and preventive health services accessible to the residents of the City of Somerville, Massachusetts. Second, it is to promote and support educational, research and outreach programs that will improve the delivery and accessibility of primary care and preventive health services to the residents of the City of Somerville, Massachusetts. It is the Foundation's goal to provide financial resources for projects or activities which will enable it to fulfill these purposes.

GOVERNANCE

The Foundation is governed by a Board of Trustees, including the Mayor of the City of Somerville (or representative), the Chairman of the Board of the Cambridge Public Health Commission or designee, and three Somerville representatives selected annually by and from the Somerville representatives then serving on the Commission Board.

The current members are:

- Robert Buchanan, Somerville CHA Board of Trustees member
- Ben Echevarria, Somerville CHA Board of Trustees member
- Doug Kress, Director, Somerville Health & Human Services Department, City of Somerville Mayor's designee
- Bryan Eric Simmons, Somerville CHA Board of Trustees member
- Yvette Verdieu, Somerville CHA Board of Trustees member

SHF PRIORITY AREAS FOR 2021-2022 FUNDING

The Foundation invites proposals for projects that relate to its major purposes as stated above. The priority for funding support is programs/projects **with a prime emphasis on root causes of disease, health equity and/or health disparities, systemic racism, and serving vulnerable populations among Somerville residents.**

Examples might include projects that address:

1. Protective factors to reduce substance use disorder and/or decrease violence;
2. Mental and emotional health promotion and/or stress prevention, suicide prevention;
3. Physical activity and food/nutrition programming, infrastructure and/or policy work related to obesity prevention and reduction of diabetes and/or cardiovascular disease;
4. Chronic disease and disability prevention, based on Somerville health outcomes indicating respiratory disease (asthma and COPD), digestive diseases, cancer, living with a disability, and dental health factors impacting the health of residents;
5. Impacts of Covid-19, health access/health literacy, vaccine access.

Projects that align with multiple priorities are strongly encouraged. Collaborative approaches will receive priority consideration.

Applicants are highly encouraged to review the recent [Somerville Community Data Profile](#) for data to inform proposals and for additional background, [the Wellbeing of Somerville 2017 Report](#) for supporting information related to wellbeing, health and social determinants of health in alignment with life stages. Additional data on youth health is available at the City's Health and Human Services [website](#) under "Student Health Surveys".

AMOUNT OF FUNDING AVAILABLE

The Somerville Health Foundation was created by a generous endowment by Margaret Hutchinson, to provide a private source of funding for Somerville health efforts in compliance with state and federal regulations governing such foundations. In 1997, its first year of making grants, the Foundation distributed \$33,000 in multiple grants. In 1998 through 2000, it distributed over \$50,000 annually, due to banner years in the stock market. Because of a decline in the value of the funds, no grants were issued in 2003 or 2004. Since then, between \$25,000- \$35,000 has been distributed per year. In 2021, the Somerville Health Foundation hopes to distribute \$25K-30K, though the final amount is determined by available funds at time of distribution. As in past years, the maximum amount of funding is \$5,000, with the average of \$3,000.

WHO MAY APPLY

Any organization that has been determined to be nonprofit under section 501c (3) of the Internal Revenue Service Code may apply for a grant. Partnerships with a fiscal agent will be considered. Ideal applicants for SHF funding will have a history of collaborating with other community coalitions and/or organizations addressing the specified interests in the proposal. SHF will consider repeat funding for up to three years for any given project, with few exceptions. Funds may be used to support capital expenses and/or staffing to support the goals of the project. New applicants, new collaborative efforts and innovative new programs are strongly encouraged to apply.

PROPOSAL DEADLINE AND AWARD DATES

In 2021, applications will be due by 12pm on August 13th, 2021. The Foundation will give priority consideration to timely submissions. Applications may be submitted **electronically via email**.

Grantees will be notified of the Foundation's decisions by September. A reception for grantees will be planned, according to appropriate health & safety guidelines at the time. Details will be provided closer to the date.

ELEMENTS OF THE PROPOSAL

1. **Organizational information** including:
 - Name of applicant organization
 - Key contact information (name, phone, email)
 - A brief 2-3 sentence summary description of the project to be funded
2. **Funding request**, four pages maximum length, single spaced including:
 - a. **Project Description, Goals and Objectives (30 points)**
 - i. Brief description of the project for which funding is being sought.

- ii. Identification of target population and why the specified vulnerable population is a priority for funding to address barriers to access and health prevention.
 - iii. How this funding will be used to address preventative health for Somerville residents. (Note that the intention of the Foundation is focused on **residents of the City of Somerville**, so programs also serving residents of other communities must present evidence of how they will distinguish numbers served and the impact on Somerville residents.)
 - iv. Timeline for the project. (September 2021-September 2022)
 - v. Specific goals and objectives with clear and achievable outcomes measures, including details on what will be measured and how.
- b. Match with SHF Priorities (20 points)**
- i. How the project addresses the Foundation’s stated priorities and addresses a community need, including addressing structural racism.
 - ii. Impacts of Covid-19 on planning and implementation, including potential for flexibility as guidelines change.
- c. Collaboration and Sustainability (15 points)**
- i. Description of collaborative partnerships in place to enhance the project, and partner(s) roles.
 - ii. If the applicant organization is active in community coalitions, and describe how the proposed project supports coalition goals.
 - iii. How the sustainability of funded projects will be addressed, for example by leveraging other funds, or how a start-up initiative will be continued. Please also mention any products or systems that can be used beyond the length of the grant
 - iv. Letters of support allowed; limited to maximum 4 *additional* pages.
- d. Budget (15 points)**
- i. Include a short narrative explanation of costs and how determined.
 - ii. Line item budget (see example below*)
 - iii. Please include the total cost of project, indicating other funding sources (if relevant) including in-kind contributions
 - iv. Show how the SHF funding will contribute to supporting total required funding and/or leveraging other funding

**Budget Template Example:*

XYZ Organization Proposed Budget for Parent Training Program

Description	Project costs	Funding Source(s)	Portion Requested from SHF
Food for trainings (\$75 per training x 5 trainings)	\$ 375	Somerville Health Foundation (SHF)	\$ 375
ABCD staff time to (a) perform outreach, (b) conduct trainings, (c) develop brochure, (d) administrative tracking/management (\$25/hr x 290 hours)	\$7,250	SHF and ABC Foundation	\$3,625
Training materials (\$3 per participant x 50 participants; \$250 for supplies)	\$ 400	SHF and In-Kind	\$ 200
Translation costs for brochure (translation costs at \$.30 per word for 1000 word brochure)	\$ 300	SHF	\$ 300
Evaluation (\$50/hour x 10 hours to analyze responses and produce a report)	\$ 500	SHF	\$ 500
TOTAL	\$8,825		\$5,000

Please take note: Reviewers may also assign up to 20 additional points based on the overall application for:

- 3) Clarity, conciseness and completion of application (5 points)
- 4) Project strength, impact and likelihood of success of proposed project (15 points)

3. Copy of the IRS tax determination letter indicating the organization's 501c (3) status must be included with the proposal to be eligible for funding.

4. A Report is required for applicants who are past SHF grantees:

Include the following in a short report of 3 pages or less:

- How the original goals and objectives were met, or if not, why not;
- Evidence that reflects these goals; including what target populations were served; and how the project advances work in the targeted Somerville priority area;
- Any unexpected outcomes;
- Collaborations and/or leveraging of funds that was facilitated through this SHF support; and
- Plans for the sustainability of this work.

PROPOSAL DEVELOPMENT QUESTIONS

During the development stage, logistical questions related to creating strong proposals to this RFP or related data inquiries are welcome. Please feel free to contact Lisa Brukilacchio at lbrukilacchio@challiance.org (prior to May 27th) and/or after May, reach out with questions to Kathleen O'Brien at krobrien@challiance.org and/or Renee Cammarata-Hamilton at rcammaratahamilton@challiance.org.

REVIEW PROCESS

Following receipt, the proposal will be screened to ensure it is complete and meets the basic requirements. An Advisory Board composed of health and human service leaders in the community may assist with reviewing and discussing proposals along with the members of the Somerville Health Foundation Board, which retains final authority for awarding the annual grants. This process allows for participation representing diverse points of view and experience with health issues in Somerville to inform the decision-making.

REPORTING REQUIREMENTS

Brief electronic or verbal progress reports will be expected at least once through the course of the funding period. Final written reports are three pages, or less. To be eligible for funding for this year, prior grantees must have submitted relevant final reports by August 13th. If a project is not yet completed, a description with plans for completion is required. Grantees are encouraged to consult with the Somerville-Cambridge Health Improvement Team Manager, or designee, with questions regarding evaluation and/or reporting during the grant period.

SUBMITTING THE PROPOSAL

Please submit proposals electronically by 12pm on **August 13th** to: Isabel Torres at itorres@challiance.org with "Subject": "Proposal to Somerville Health Foundation"